

**PORT OF HOOD RIVER COMMISSION**  
**Tuesday, April 23, 2013**  
**Marina Center Boardroom**  
**Immediately Following Spring Planning Session**

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**Regular Session Agenda**

1. Call to Order
    - a. Modifications, Additions to Agenda
  2. Public Comment (5 minutes per person per subject; 30 minute limit)
  3. Consent Agenda
    - Approve Minutes of April 2, 2013 Regular Session Meeting
    - Ratify the Revision to Addendum No. 2 to the Cloud Cap Lease in the Wasco Building Reducing the Term Extension From Three Years to Two Years
    - Authorize Change Order No. 2 to the Contract with Griffin Construction for the Pocket Fuel Tenant Improvements in the Halyard Building
    - Authorize Change Order No. 2 to the Contract with K & E Construction in the Amount of \$10,530.96 for a Total Contract Amount of \$3,382,777.76
    - Ratify Contract with Steven Siegel for Financial Analysis Associated with the 10-year Financial Model Not to Exceed \$9,000
  4. Reports, Presentations and Discussion Items
    - South Basin Dock Leasing Plan
    - Engineering Services for the Hook Road
  5. Director's Report
  6. Commissioner, Committee Reports
    - None
  7. Action Items
    - a. Approve Resolution No. 2012-13-4 Authorizing Transfer of Funds
    - b. Authorize a Contract with ECONorthwest to Prepare an Economic Impact Analysis of the Port of Hood River Not to Exceed \$32,000
    - c. Authorize Issuance of a Notice of Intent to Award, Notice of Award Subject to No Bid Protest to LaLonde Electric for the Marina Electrical Upgrade
    - d. Authorize Change Order No. 3 to the Contract with K & E Construction in the Amount of \$17,250 for a Total Contract Amount of \$3,400,027.76
  8. Commission Call
- 
9. Executive Session under ORS 192.660(2)(e) Real Property
  10. 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.*

**Port of Hood River Commission  
Meeting Minutes of April 2, 2013 Regular Session  
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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**Present:** Commissioners Fred Duckwall, Rich McBride, Brian Shortt, Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell and Mellissa Halseth

**Absent:** Commissioner Jon Davies; from staff, Stephen Burdick

**Media:** None

**1. CALL TO ORDER:** Vice President Rich McBride called the meeting to order at 5:02 p.m.

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

**2. PUBLIC COMMENT:** Susan Dow introduced herself as the new owner of the Sandbar Café. She recently purchased the business from Krista Sheer. Dow intends to run the business as Sheer did and also plans to add a breakfast menu. Dow requested that she be able to begin her lease early so she can be open May 19 for Canada Day. Staff will work with Dow on a lease.

**3. CONSENT AGENDA A:**

- o Approve Minutes of March 19, 2013 Regular Session Meeting
- o Ratify Revised Fee Structure for Event Site Parking

**Motion:** Move to approve Consent Agenda

**Move:** Duckwall

**Second:** Shortt

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

**Absent:** Davies

**MOTION CARRIED**

**4. Commissioner, Committee Reports:**

- Urban Renewal Agency – Commissioner Shortt gave an overview of the March 25 special meeting. The purpose of the special meeting was to award the Waterfront Park project to Granite Construction.
- Marina Ad-hoc Committee – Mellissa Halseth, Marina Manager reported on the April 2 meeting. Staff presented the committee with a draft South Basin Dock Plan. Staff will bring the committee's recommendation to the Spring Planning meeting April 23. The remainder of the meeting focused on a new boathouse lease. There was agreement on most points of the lease, but is in need of more discussion. A new lease would go into place January 1, 2014. Staff will present a draft lease at a later date.

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

- Schedule – Senator Merkley is holding a Town Hall meeting Friday, April 5 at 3:30 p.m. at the Hood River Valley Adult Center. McElwee will not be able to attend and asked that any Commissioners that could attend would be appreciated. Staff will provide a discussion paper for Commissioners.
- Staff and Administration – Fred Kowell, Finance Manager presented a financial update for the current fiscal year through February. Kowell explained the budget is looking good so far, but that he will be bringing a budget adjustment resolution to the April 23 meeting.
- Waterfront Recreation – Staff determined that there was not a cost savings to move the transformer on the Marina Green to accommodate 480 phase electric for the Marina upgrade project. However, staff was directed to continue working with Pacific Power to try to accomplish this for future Marina Park growth. Steven Schneider request for a stand up paddle board club at the Nichols Basin was turned down by the Waterfront Recreation committee through an email meeting.

Consensus of the Commission was to formally invite Schneider to a special Waterfront Recreation meeting to make his proposal.

- Waterfront Development – There was a protest on the Pocket Fuel Bid project in the Halyard Building. McElwee reviewed the protest and provided a response.
- Airport – The Runway Shift project has been postponed for now. Staff is working a new schedule out with the contractor and engineer. Commissioner Streich directed staff to communicate directly with The Dalles airport staff.

#### **6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:**

- Gorge Innoventure Update – Bill Fashing gave an overview of the progress the company has made since occupying the Marina Center Building space. Fashing explained that they had not progressed as much as they would have liked due to difficulty in staffing the office. Staff was directed to invite Gorge Innoventure back in early July to provide another update.
- Spring Planning Session Agenda – McElwee requested that the Commission provide any feedback they might have on the draft agenda. Shortt requested a financial overview listing constraints and opportunities the Port may have.

#### **7. ACTION ITEMS:**

**a) Authorize a Contract with EcoNorthwest to Prepare an Economic Impact Analysis of the Port of Hood River Not to Exceed \$32,000:** The Port is required by OBDD to provide an Economical Impact Analysis. This analysis would also be included in the Strategic Plan. This item will be tabled until the April 23 meeting for further discussion.

**b) Authorize an Agreement with Solarc Engineering for Mechanical Engineering Services Associated with Suite #103 of the Halyard Building Not to Exceed \$ 5,400 Plus Reasonable Reimbursable Expenses:** Solarc Engineering would be providing plans and specifications for quoting of the HVAC unit in the Halyard Building. Solarc Engineering was the original engineer for the HVAC in the Halyard Building.

**Motion:** Move to Authorize an Agreement with Solarc Engineering for Mechanical Engineering Services Associated with Suite #103 of the Halyard Building Not to Exceed \$ 5,400 Plus Reasonable Reimbursable Expenses

**Move:** Shortt

**Second:** Streich

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

**Absent:** Davies

**MOTION CARRIED**

**c) Approve Change Order No. 1 to Contract with Griffin Construction for a New Total Contract Amount of \$153,743:** The proposed change order reduces the contract with a cost savings of \$14,626.

**Motion:** Move to Approve Change Order No. 1 to Contract with Griffin Construction for a New Total Contract Amount of \$153,743

**Move:** Duckwall

**Second:** Streich

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

**Absent:** Davies

**MOTION CARRIED**

**8. COMMISSION CALL:** Shortt commented that he was pleased to see the graders out on the Spit Road. McBride mentioned that he has received positive feedback from the public on the USGS

river gauge and online packets. Shortt requested that staff extend the USGS notification to the fishing community.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 6:48 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 7:49 p.m. There was no action as a result of Executive Session.

**10. ADJOURN:** President Davies adjourned the meeting at 7:49 p.m.

Respectfully submitted,

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Mellissa Halseth

ATTEST:

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Jon Davies, President, Port Commission

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Hoby Streich, Secretary, Port Commission

## Commission Memo

**To:** Commissioners  
**From:** Steve Burdick  
**Date:** April 23, 2013  
**Re:** Cloud Cap Technology Wasco Building Addendum No. 2  
Revision

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On March 19, 2013, the Port Commission approved Addendum No. 2 to the Cloud Cap Technology lease in the Wasco Building and this addendum extended the lease for three years. Subsequent to the approval, Cloud Cap requested that the term be reduced to two years to expedite corporate approval.

Staff agreed and recommends ratification of the executed Addendum No. 2 with a two year term.

**RECOMMENDATION:** Ratify the revision to Addendum No. 2 to the Cloud Cap lease in the Wasco Building reducing the term extension from three years to two years.

**ADDENDUM NO. 2 TO LEASE**

Whereas, the Port of Hood River ("Lessor") and Cloud Cap Technology, Inc. ("Lessee") entered into a lease of 2,846 square feet at the Wasco Business Building ("Leased Space"), effective April 16, 2008 and expiring April 30, 2013; and

Whereas, Lessor and Lessee entered into Addendum No. 1 to the lease effective September 21, 2012 whereby Lessee's premises were expanded by 1,792 square feet; and

Whereas, Lessor and Lessee desire to extend the lease for an additional two-year term and modify the lease rates.

Therefore, Lessor and Lessee agree that the lease is modified, effective May 1, 2013, as follows:

**Term:** This lease shall be for the period commencing April 16, 2008 and continuing through April 30, 2015.

**Rental:** The lease rate for the Leased Space shall be:


**May 1, 2013 – April 30, 2014**

Space	Square Footage	Lease Rate	Monthly Total
Second Floor	1,792	\$0.99	\$1,774.00
First Floor	2,846	\$0.99	\$2,818.00
<b>Total</b>	<b>4,638</b>	<b>\$0.99</b>	<b>\$4,592.00</b>

Notwithstanding the rental schedule above, beginning May 1, 2014, the lease rate will be annually adjusted by adding to the monthly rental amount payable during the previous 12-month period by a percentage increase equal to the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period for which a published CPI is available. The figure will be taken from the index entitled CPI Portland Area – all items and major group figures for all urban consumers, or, if such index is unavailable, will be taken from a similar index published by the United States Bureau of Labor Statistics. In no event would the annual increase be less than three percent or more than five percent.

Unless inconsistent with the modifications above, all terms of the lease shall remain in full force and effect.

DATED THIS 8 DAY OF April, 2013.

By:   
\_\_\_\_\_  
Michael S. McElwee, Port of Hood River Executive Director

By:   
\_\_\_\_\_  
James Siekkinen, General Manager, Cloud Cap Technology, Inc.

## Commission Memo

**To:** Commissioners  
**From:** Steve Burdick  
**Date:** April 23, 2013  
**Re:** PocketFuel Change Order No. 2

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The plumbing "as-builts" for Suite 103 in the Haiyard Building were incorrect and the sewer line was approximately 30 feet south of where it was shown on the plans. So, the initial concrete sawcutting and excavation did not expose the sewer line. The proposed change order requests payment for the resulting additional concrete sawcutting, excavation, and removal and the additional new concrete placement.

**RECOMMENDATION:** Authorize execution of proposed Change Order No. 2 with Griffin Construction in the amount of \$3,629.31 for a total contract amount of \$158,619.31.





**Griffin Construction, L.L.C.**

**TITLE:** PCO#6 - Existing sewer line tie in  
**PROJECT:** 13013  
Pocket Fuel Tenant Improvements

**TO:** Attn: Steve Burdick  
Port Of Hood River  
1000 East Port Marina Drive  
Hood River, Oregon 97031  
Phone:541-386-5116

**PROPOSED CHANGE ORDER**

**NO.** ~~1~~ 2  
**DATE:** 04/16/2013  
**JOB:** 13013

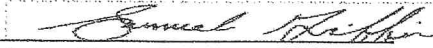
**SUBMITTED:** 04/17/2013  
**COMPLETED:**  
**REQUIRED:** 04/24/2013

**DESCRIPTION**

Existing sewer line was actually 30 ft to the south of where indicated on the plans.

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
1	Devco	Additional concrete sawcut and removal and additional excavation.		1.000	Each	2,545.00	2,545.00
2	Griffin	Additional concrete and placement		1.000	Each	710.00	710.00
						<b>Item Total:</b>	\$3,255.00
						<b>Insurance</b>	\$32.55
						<b>Fee</b>	\$341.76
						<b>Total:</b>	\$3,629.31

**APPROVAL**

**By:**   
Samuel L Griffin

**Date:** 04/16/2013

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: April 23, 2013**  
**Re: Runway Shift Change Order #2**

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The work by K&E Construction on the airport runway shift project is essentially suspended until weather permits. During the hiatus, two items were identified that are appropriate to be added to the project through a change order. They are:

1. A supplemental wind cone at the east end of the runway extension (\$8,480.96); and
2. An additional utility dip pole (\$2,060.00).

The supplemental wind cone at the east end of the runway has been a very high priority of pilots for a long time because the existing windcone does not provide accurate and reliable wind strength and direction indications for the east end of the runway.

The additional utility dip pole is required to satisfy PP&L requirements for segregating the meter base, mast and conductors.

Change Order #2 totals \$10,530.96. It would increase the contract with K&E Construction from \$3,372,246.80 to \$3,382,777.76.

**RECOMMENDATION:** Authorize Change Order Number 2 to the contract with K&E Construction in the amount of \$10,530.96 for a total contract amount of \$3,382,777.76.

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**AIRPORT IMPROVEMENT PROGRAM**

CONTRACT CHANGE ORDER NO. 2 or SUPPLEMENTAL AGREEMENT NO. \_\_\_\_\_

AIRPORT Hood River Airport DATE 4/17/12

LOCATION Hood River, OR AIP PROJECT NO. 3-41-0026-007

CONTRACTOR K&E Excavating

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

Item No.	Description	Unit	Unit Price	Quantity	Amount
1	Supplemental Windcone Installation	LS	\$8,480.96	1	\$8,480.96
2	Primary Dip Pole Installation	LS	\$2,050.00	1	\$2,050.00
<b>This Change Order Total</b>			<b>\$10,530.96</b>		
<b>Previous Change Order(s) Total</b>			<b>\$79,608.50</b>		
<b>Revised Contract Total</b>			<b>\$3,382,777.76</b>		

The time provided for completion in the contract is unchanged. This document shall become an amendment to the contract and all provisions of the contract will apply. Changes are shown in the original contract documents, Sheet E-3, dated May 2012.

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_  
 Approved by: Engineer \_\_\_\_\_ Date \_\_\_\_\_  
 Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Accepted by: Contractor \_\_\_\_\_ Date \_\_\_\_\_  
 Concurring by: Not Applicable \_\_\_\_\_ Date \_\_\_\_\_  
 State Aeronautics (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
 Approved by: Federal Aviation Administration \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

Certified current 5/15/2007

AIP PROJECT NO. 3-41-0026-008CHANGE ORDER  
NO. 2

(Supplemental Agreement)

AIRPORT Hood River AirportLOCATION Hood River, OR**JUSTIFICATION FOR CHANGE**

1. Brief description of the proposed contract change(s) and location(s).

Install L-806 supplemental windcone 265' south of the proposed Runway 25 threshold. Install primary dip pole and meterbase for service to the regulator building.

2. Reason(s) for the change(s) *(Continue on reverse if necessary)*

The Port of Hood River and pilot have expressed concern with the ability of the existing windcone to accurately display the current wind conditions (direction and speed). The Port is requesting a supplemental windcone at the end of RW 25 in order to increase safety and provide additional critical wind speed and direction. The location was chosen based on Port and pilot guidance.

Through recent correspondence with Pacificorp it has become known that the current meter and pole configuration near the regulator is not allowed in current standards. The original design provided by Pacificorp allowed for the new regulator service building to be powered from an existing pole NE of the project site. Pacificorp is now requiring a second primary dip pole to be installed to meet standards. The proposed configuration (new meterbase, mast, and conductors) would bring the service into regulatory code.

3. Justifications for unit prices or total cost.

Unit prices are based on quotes provided by the Contractor.

4. The sponsor's share of this cost is available from:

The sponsor's share is available from capital funds dedicated to this project.

5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision: Yes  No  Not Applicable 6. Has consent of surety been obtained? Yes  Not Necessary .7. Will this change affect the insurance coverage? Yes  No .8. If yes, will the policies be extended? Yes  No .

9. Has this (Change Order) (Supplemental Agreement) been discussed with FAA officials?

Yes  No  When April 2013 With Whom Kevin Latschaw

Comment Proceed with change order

Change Order Summary (spreadsheet)  
Change Cost Summary (spreadsheet)

Submit 4 copies to the FAA

Certified current 5/15/2007

KEN JERNSTEDT AIRFIELD - HOOD RIVER AIRPORT  
 Runway Shift Project  
 AIP # 3-41-0026-007

CONTRACT CHANGE ORDER SUMMARY

	Amount	FAA Eligible	Non Eligible	Total	Remarks
Original Contract	\$3,292,638.30				Original Contract Amount (Base Bid & Add. Alt. 1 - Taxiway A)
CO#1	\$79,608.50	\$79,608.50	\$0.00	\$79,608.50	Add REIL Installation to Contract (Add. Alt. 3)
CO#2	\$10,530.96	\$10,530.96	\$0.00	\$10,530.96	Install L806-Supplemental Windcone and Primary Dip Pole
Total	\$3,382,777.76			\$90,139.46	

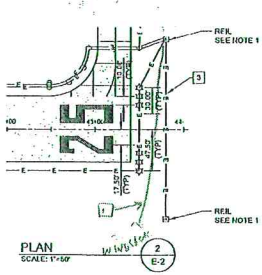
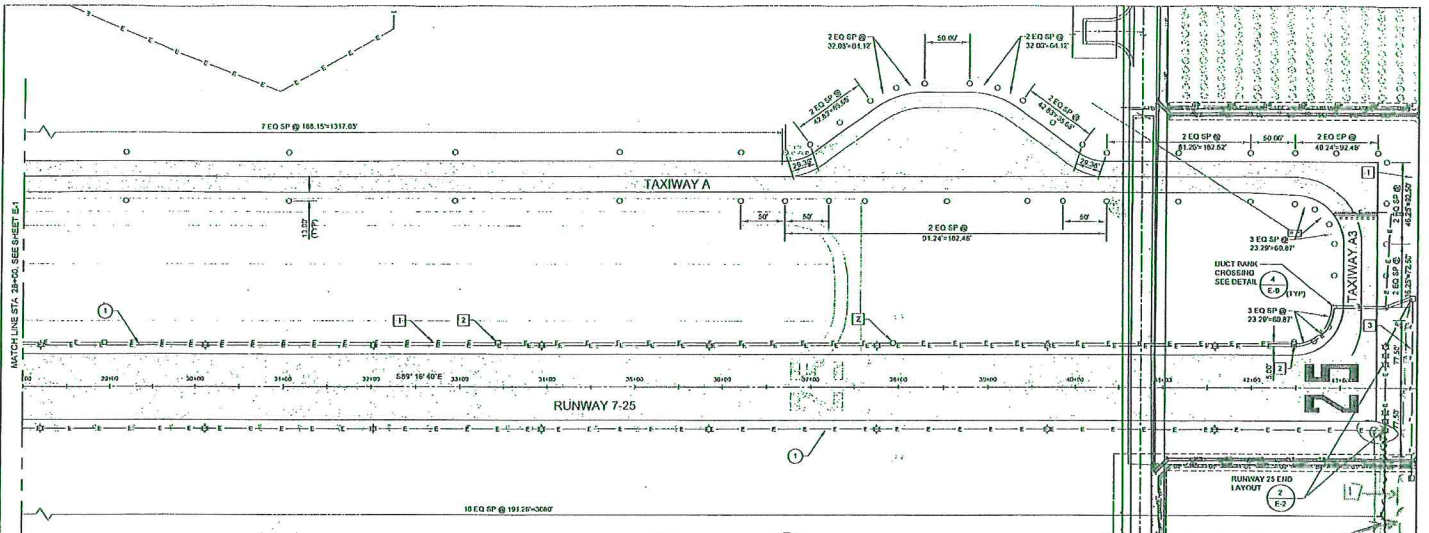
KEN JERNSTEDT AIRFIELD - HOOD RIVER AIRPORT  
Runway Shift Project  
AIP # 3-41-0026-007

CHANGE COST SUMMARY

ITEM	UNIT	UNIT COST	PROPOSED QTY	EXTENDED TOTAL
ADDITIVE ITEMS				
L806-Supplemental Windcone Installation	LS	\$8,480.96	1	\$8,480.96
Primary Dip Pole Installation	LS	\$2,050.00	1	\$2,050.00
CHANGE TOTAL				\$10,530.96

Specification Notes:

1. Windcone to be installed per specifications and drawing provided in Change Order #2.



**GENERAL ELECTRICAL NOTES:**

1. ALL ELECTRICAL WORK SHALL BE DONE IN ACCORDANCE WITH NEC AND LOCAL ELECTRICAL CODES.
2. REMOVE EXISTING LRL LIGHT FIXTURES AND DELIVER TO OWNER.
3. FOR ELECTRICAL DETAILS SEE SHEETS E-8 AND E-9.

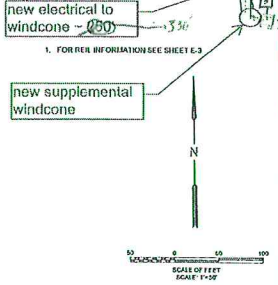
**MIRL CIRCUIT NOTES:**

1. ONE (1) 2" CONDUIT, ONE (1) L-824, 2# AWG, 50' CABLE, ONE (1) 80 CONDUITPOISE.

*Handwritten: 100' AWG*

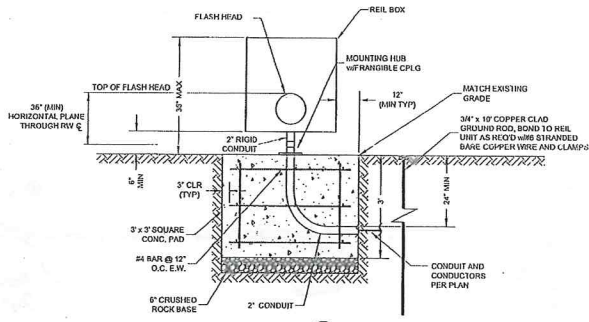
**REIL CIRCUIT NOTES:**

1. ONE (1) 1" CONDUIT, TWO (2) 2# AWG, ONE (1) 1/8" CHD.
2. PROVIDE ELECTRICAL HANDHOLE (REIL ONLY). MIRL AND REIL CIRCUIT SHALL NOT BE PLACED WITHIN SAME HANDHOLE. SEE E-8.
3. ONE (1) 1" CONDUIT, SIX (6) 2# AWG, 10' LEDEN CABLE EMF3, CONDUIT, ONE (1) 8 1/2" CHD.

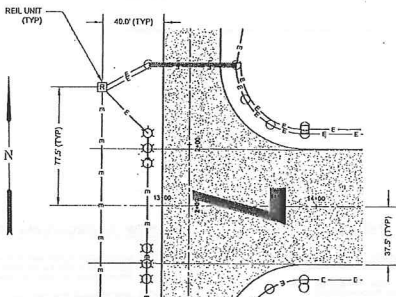


		<p><b>VERIFY SCALES</b> ONE IS ONE FROM THE ORIGINAL DRAWING. IF MORE THAN ONE SCALE IS SHOWN, THE SHEET'S ADJUST SCALES ACCORDINGLY.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>APPR.</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DATE	BY	APPR.	REVISIONS																<p>3333 NW ANCHORAGE AND SERVICE DRIVE PORT OF HOOD RIVER, OREGON 97138 503.325.3333 503.325.3334 WWW.CENTURYWESTENGINEERING.COM</p>	<p><b>PORT OF HOOD RIVER KEN JERNSTEDT AIRFIELD RUNWAY SHIFT PROJECT</b></p> <p><b>ELECTRICAL AND LIGHTING PLAN</b></p>	<p>DESIGNED BY: E-2 SHEET NO: 46 of 66</p>
NO.	DATE	BY	APPR.	REVISIONS																						
<p>CLIENT: WMA</p> <p>DATE: JUNE 2012</p>		<p>DESIGNED BY: JWS</p> <p>CHECKED BY: GSS</p> <p>SCALE: AS NOTED</p> <p>PROJECT NO: 1237400101</p>																								

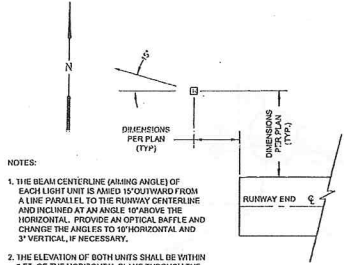




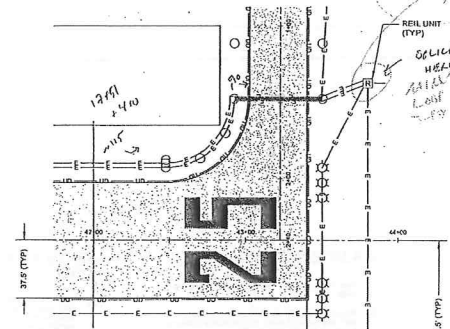
REIL UNIT INSTALLATION  
NO SCALE



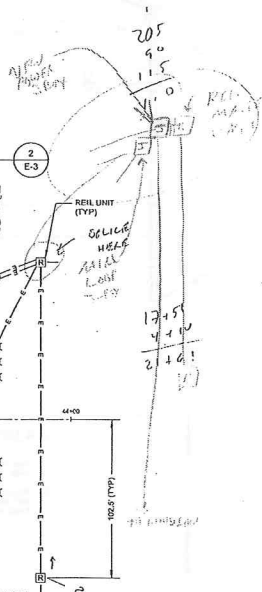
RW 7 REIL UNIT INSTALLATION LAYOUT  
SCALE: 1" = 30'



REIL AIMING DETAIL  
NO SCALE



RW 25 REIL UNIT INSTALLATION LAYOUT  
SCALE: 1" = 30'



NOTES:  
1. THE BEAM CENTERLINE (AIMING ANGLE) OF EACH LIGHT UNIT IS ANGLED 10° OUTWARD FROM A LINE PARALLEL TO THE RUNWAY CENTERLINE AND INCLINED AT AN ANGLE 10° ABOVE THE HORIZONTAL. PROVIDE AN OPTICAL BEFFLE AND CHANGE THE ANGLES TO 10° HORIZONTAL AND 3° VERTICAL, IF NECESSARY.  
2. THE ELEVATION OF BOTH UNITS SHALL BE WITHIN 3 FT. OF THE HORIZONTAL PLANE THROUGH THE RUNWAY CENTERLINE.

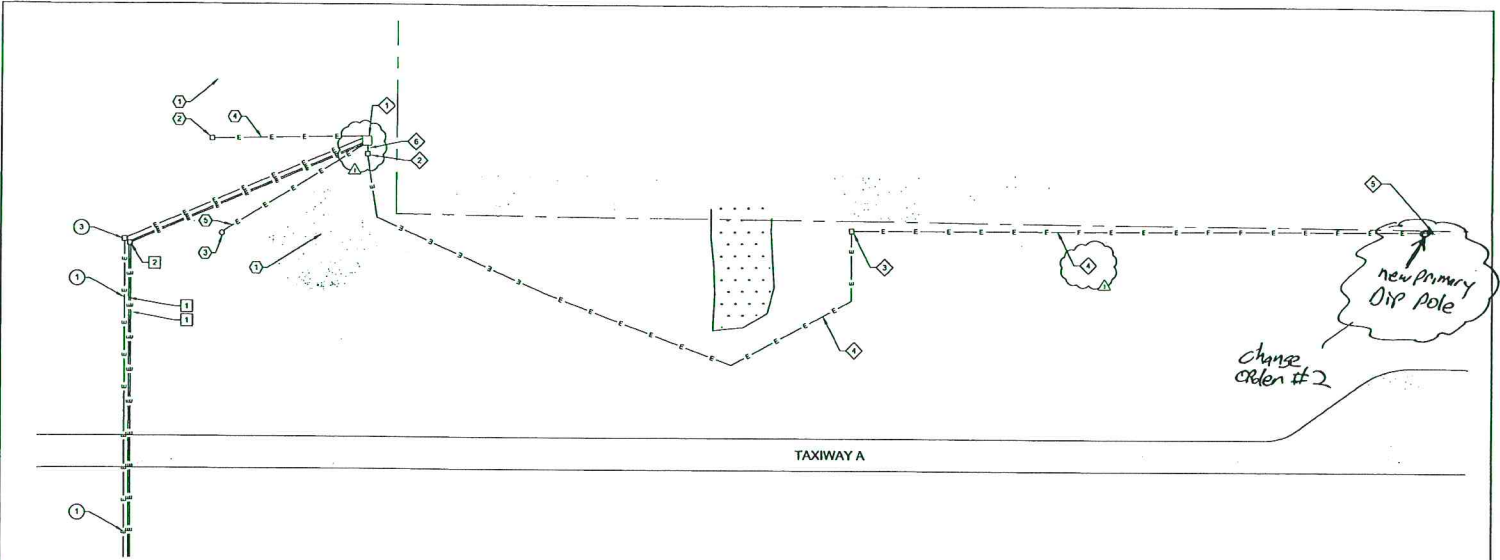


VERIFY SCALES  
DIM IS ONE DIM ON ORIGINAL DRAWING.  
IF NOT ONE DIM ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

NO.	DATE	BY	APP'D	REVISIONS

**CENTURY WEST ENGINEERING CORPORATION**  
 DESIGNER: JWR  
 DATE: MAY 2012  
 CHECKER: JSM  
 PROJECT NO: 1239008.01  
 SCALE: AS SHOWN

PORT OF HOOD RIVER KEN JERNSTEDT AIRFIELD RUNWAY SHIFT PROJECT	DRAWING NO. E-3
RW 7 AND 25 REIL PLAN AND DETAILS	SHEET NO. 47 of 66



PLAN  
SCALE: 1"=50'

**REIL CIRCUIT NOTES:**

- 1 ONE (1) 1" CONDUIT, TWO (2) #6 AWG, ONE (1) #8 GND.
- 2 PROVIDE ELECTRICAL HANDHOLE (REIL ONLY). MRL AND REIL CIRCUIT SHALL NOT BE PLACED WITHIN SAME HANDHOLE. SEE (E-8)

**LIGHTED WINDCONE & AWOS NOTES:**

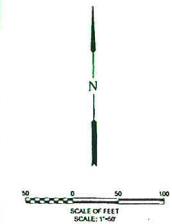
- 1 EXISTING LIGHTED WINDCONE AND AWOS TO REMAIN IN SERVICE WHILE RUNWAY IS OPEN. CONTRACTOR TO PROVIDE TEMPORARY POWER AS NECESSARY.
- 2 NEW ELECTRICAL HANDHOLE. INTERCEPT EXISTING AWOS CIRCUIT. SEE (E-8)
- 3 NEW L-967 BASE CAN. INTERCEPT EXISTING WINDCONE CIRCUIT
- 4 ONE (1) 2" CONDUIT, TWO (2) #6 AWG, ONE (1) #10 GND
- 5 ONE (1) 1" CONDUIT, TWO (2) #10 AWG, ONE (1) #10 GND

**MRL CIRCUIT NOTES:**

- 1 ONE (1) 2" CONDUIT, TWO (2) L-824, #6 AWG, 5KV CABLE, ONE (1) #6 COUNTERPOISE
- 2 ONE (1) 2" CONDUIT, ONE (1) L-824, #6 AWG, 5KV CABLE, ONE (1) #6 COUNTERPOISE.
- 3 PROVIDE ELECTRICAL HANDHOLE (MRL ONLY). MRL AND REIL CIRCUIT SHALL NOT BE PLACED WITHIN SAME HANDHOLE. SEE (E-8)

**NEW UNDERGROUND SERVICE NOTES:**

- 1 NEW ELECTRICAL BUILDING REGULATOR ROOM. SEE SHEET E-4 AND E-6 FOR INFORMATION. SEE SHEET E-7 FOR DETAIL.
- 2 NEW TRANSFORMER PADVAULT # 7992977. CONTRACTOR SHALL FIELD COORDINATE INSTALLATION AND LOCATION WITH PACIFICORP.
- 3 NEW VAULT S# 7999507. CONTRACTOR SHALL FIELD COORDINATE INSTALLATION AND LOCATION WITH PACIFICORP.
- 4 ONE (1) 2" CONDUIT AND PULL CORD
- 5 EXISTING PPL POLE # 117604.
- 6 ONE (1) 3" CONDUIT AND PULL CORD



VERIFY SCALES  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF BAR IS ONE INCH ON THIS SHEET, ADJUST SCALE'S ACCORDINGLY.

NO.	DATE	BY	APP'R	REVISIONS

**CENTURY WEST**  
ENGINEERING CORPORATION

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DESIGNED BY: MDM    DRAWN BY: JLS    CHECKED BY: MDM    SCALE: AS NOTED

DATE: JUNE 2012    PROJECT NO: 1239908.01

PORT OF HOOD RIVER  
KEN JERNSTEDT AIRFIELD  
RUNWAY SHIFT PROJECT

ELECTRICAL SERVICE AND  
REGULATOR BUILDING PLAN

DRAWING NO. E-6  
SHEET NO. 50 of 66

## Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: April 23, 2013**  
**Re: Contract for Financial Analysis Services**

---

The Port uses a 10-year financial model ("Model") as a fundamental planning tool to inform decisions about capital spending, debt service capacity and many other matters. An update of the model was listed in my FY13 Work Plan.

The current model was originally prepared in 2008 with the assistance of Steve Siegel, a financial expert with significant experience in operations modeling. It was last revised in 2010. Because the updated model was needed for Spring Planning, I authorized Siegel to begin work in mid-March. A contract now needs to be ratified by the Commission. Although we finished much of the work by early April, additional refinement has been needed to modify it before Spring Planning and some may be needed afterward. Therefore the total cost is still uncertain and may be greater or lower than the contract amount.

Looking ahead, we now have the capacity on staff to update the model regularly for use in annual budget and planning discussions. Therefore, this expense is considered one-time.

**RECOMMENDATION:** Ratify contract with Steven Siegel for financial analysis services not to exceed \$9,000.

# Commission Memo

**To:** Commissioners  
**From:** Mellissa Halseth  
**Date:** April 23, 2013  
**Re:** South Basin Dock Leasing Plan

---

Attached is a draft leasing plan for the South Basin Dock. Staff has worked closely with the Marina Ad-hoc Committee to prepare the plan.

A Seasonal Leasing Moorage Agreement has been drafted and has been reviewed by legal counsel.

**RECOMMENDATION:** For Discussion and Possible Action.

## South Basin Dock Leasing Plan

### Concept:

2013 will be a trial period intended to accommodate boaters that do not want a year-long lease by providing seasonal slips.

### Leasing Policy:

Spaces available for boats 20 feet or less that do not require utilities. Slips will be leased for a minimum of one month and a maximum of three months to allow use by several boaters in the community. These slips would be leasable during the year to various users such as summer boaters and fisherman.

A Seasonal Wait List will be maintained with a \$25 fee to be on the list that would be applied to moorage. If a person accepts a seasonal slip they will be required to pay \$25 to be added to the list again after current lease expires. This wait list will be posted on the website.

For the 2013 season there are six slip spaces available and will be offered to the persons with the appropriate size boats on the current wait lists. If not filled, moving forward slips will be offered to the new Seasonal Wait List.

### Agreement:

Staff will prepare an agreement similar to the annual agreement. The tenant will be required to provide a Certificate of Liability as any other slip holder. All Rules & Regulations will apply to these slips as well.

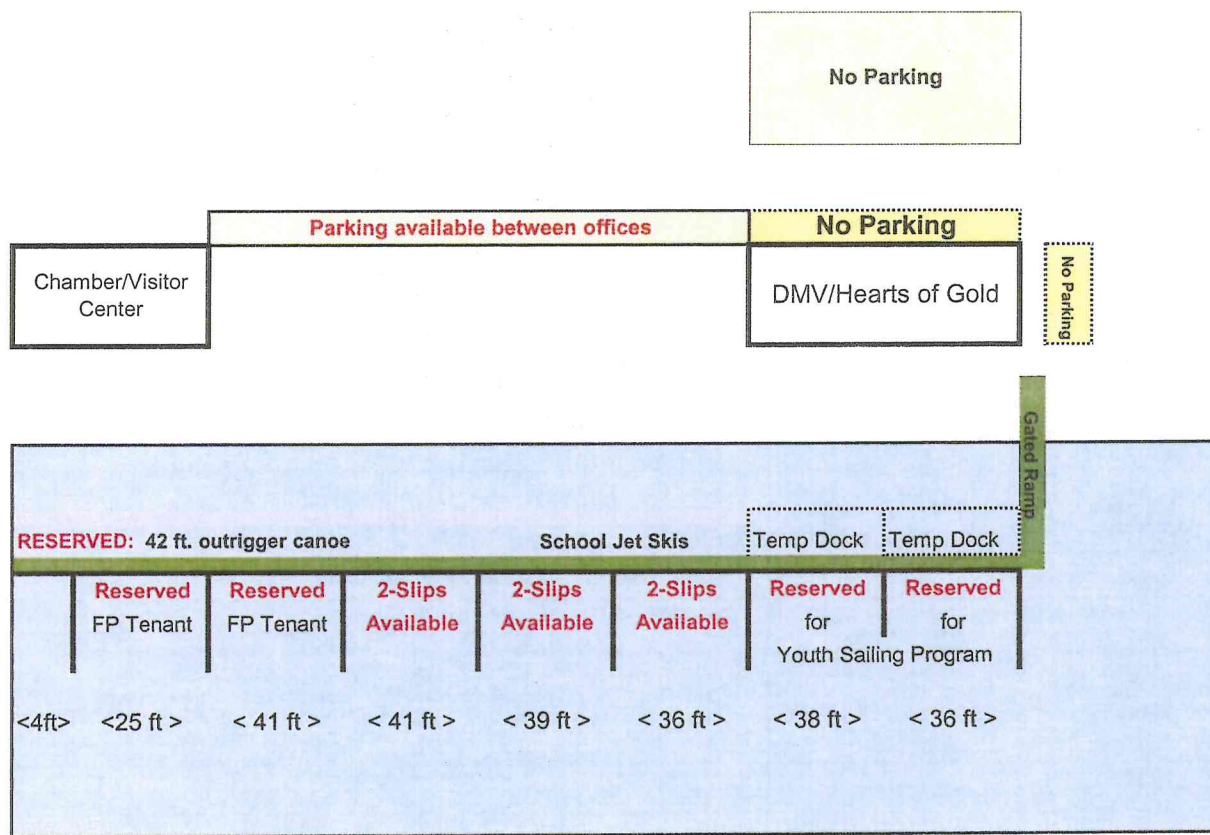
### Rates:

- One month lease rate to be \$100.
- A refundable key deposit \$50/key will be required as it is for other tenants on this dock.

### Upgrades:

- Ramp to be re-painted with new texture.
- Install a transition plate at the end of the ramp and replace the header.
- Install a safety ring and fire extinguisher in the box at the bottom of the ramp.
- Install foam tubs under the gangway float and tighten all bolts.
- Inspect and replace walers and rub strips as needed throughout dock.
- Power wash docks and number.
- Repair east end of dock.

## South Basin Dock Leasing Diagram



*Note: Not to scale*  
updated 04/23/13

Finger lengths are 17 feet  
Finger widths are 3-1/2 feet



# Commission Calendar

# May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Pre-season discount begins for Event Site pass; purchase in office or on-line	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> Budget Comm Mtg 5pm (with dinner) and short Comm Mtg to follow	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> URA Mtg-Shortt, Streich 6pm City Hall	<b>14</b> Lead Toll Coll Mtg 11am	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> KIHR Radio 8am	<b>21</b> Comm Mtg and Budget Hearing 5pm	<b>22</b> Last day to purchase discounted Event Site pass	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Memorial Day <b>(Office Closed)</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

### EVENTS:

Marina Green-youth lacrosse, M-F, 3:30pm to 6:30pm; thru May 24  
 Event Site: Gorge Cup Race, May 18  
 Lady Washington/Hawaiian Chieftan at guest dock May 30-June 3

### April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Notes:

Vacation Dates:  
 Mellissa H: May 17  
 Laurie: May 23-28

Port of Hood River Marina Ad-hoc Committee  
Meeting Minutes of April 2, 2013  
Marina Center Boardroom  
8:00 A.M.

*Present:* Members Steve Tessmer, Josh Sceva, Tammy Lakey, Bart Vervloet; from staff, Michael McElwee and Mellissa Halseth

*Absent:* Commissioner Jon Davies  
Josh Sceva called the meeting to order at 8:05 a.m.

1. *Additions to Agenda:* None
2. *Approve Minutes of January 29, 2013 Meeting:* Approved
3. *Marina Electrical Update:*
  - The project is out for bid and bids are due by 2 p.m. April 18. There is a mandatory pre-bid walk through April 2 at 11 a.m. The committee recommends that the base moorage rate be assessed a maximum increase of CPI per year and the special assessments remain for the amortized 10 year period.
4. *South Basin Dock Leasing Plan:*
  - Staff presented a draft leasing plan. Consensus was to move the required school jet skis to the backside of the dock if possible. This would allow 6 slips that would be leasable for seasonal moorage.
5. *Boathouse Lease Term Sheet:*
  - Staff presented a draft term sheet for discussion. There was discussion on longer periods of 5-10 years. There were many suggestions that will be incorporated into the next draft which will be presented at the next meeting.
6. *Other Business:* Staff is determining the boundary line at the entrance of the marina. Staff will request that Deputy Mike Anderson attend the next meeting if possible to discuss anchoring laws.
6. *Next Meeting:* Tuesday, April 30, 2013 at 8:00 a.m.
7. *Adjourn:* Sceva adjourned the meeting at 9:35 a.m.





Port of  
Hood River

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April 12, 2013

Dan Schwanz  
Executive Director  
Columbia Area Transit  
Post Office Box 1147  
Hood River OR 97031

Dear Dan,

On behalf of the Port Commissioners, I would like to thank you for the complementary transportation service that was provided the morning of April 10, 2013. You were very helpful with scheduling arrangements, and I would also like to thank Deanna for her assistance as well. The driver, Hugh Farmer, was not only very competent but accommodating-- he's a great asset for CAT! We appreciate the opportunity to travel as a group rather than carpool to various Port properties.

Respectfully,

Jon Davies  
President  
Port of Hood River Commission

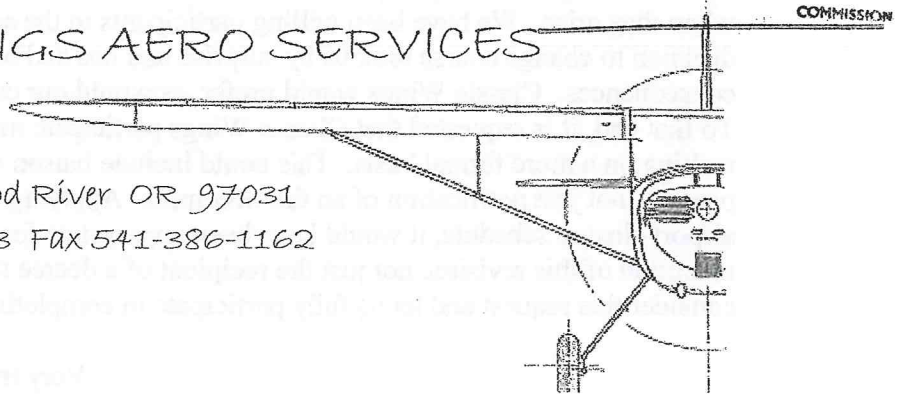
Cc: Michael McElwee, Commissioners

RECEIVED  
APR 17 2013

COPIES TO  
COMMISSION

## CLASSIC WINGS AERO SERVICES

3608 Airport Drive Hood River OR 97031  
Telephone 541-386-1133 Fax 541-386-1162



April 17, 2013

Steve Burdick  
Port of Hood River  
1000 E Port Marina Drive  
Hood River, OR 97031

Dear Mr. Burdick:

This letter is in response to the recent change of schedule for the closure of Ken Jernstedt Field for the completion of the paving portion of the Runway Shift project. As you will recall, a schedule was promulgated calling for closure of the airport for 30 days beginning April 1, 2013. On March 28, 2013, I was notified that schedule was being changed and that the airport would not shut down on April 1, 2013. I was told that wet weather was the reason for the decision of the contractor and engineer to delay the closure and the work.

Many tenants of the airport, including Classic Wings, made extensive preparations to accommodate the airport closure. Some of these preparations had financial consequences, not just mere inconvenience. However, it is not my purpose to complain about the past. I request that Classic Wings be treated as one of the partners in this project (which we virtually are since we deliver the primary public services at the airport).

Timing of the closure of the airport is vitally important not only to Classic Wings, but to all the users of the airport, and the community at large. Since the majority of those users are our customers, we are in the best position to be a part of the planning and execution of the remaining evolutions of this project. For example, a prolonged closure during the summer months would not be consistent with the public interest in that tourism is most active during the months of June, July, and August. You already have a commitment to WAAAM not to close the airport during the annual fly-in. Additionally, Ken Jernstedt Field has been and will in the future be a part of the wildfire fighting effort in this vicinity. The summer months are the times of highest fire danger.

I request that Classic Wings be given a seat at the table for completion of the project and consulted with, especially when deciding on a period of closure for the airport. Three or four days notice of a change is simply unreasonable and insufficient time to react. This is the first time during the project that this kind of thing has happened.

It is my opinion that the airport users, and Classic Wings in particular, have been

afforded adequate and appropriate notice of the construction activities and of formative issues when they arise. We have been willing participants in the activities and plans. This sudden decision to change course took us by surprise and has had numerous unwanted and unanticipated consequences. Classic Wings would prefer, as would our customers, that this not happen again. To that end, it is requested that Classic Wings participate in further planning and decision making on a more formal basis. This could include liaison with us during the decision making process, not just notification of an fait accompli. Applying this to the recent change in the airport closure schedule, it would have been appropriate for us to have been involved at the inception of this revision, not just the recipient of a decree that the change was in effect. Please consider this request and let us fully participate in completing the project.

Very truly yours,

A handwritten signature in black ink, appearing to read "Scott Gifford", written in a cursive style.

Scott Gifford  
President, Classic Wings, Inc.

JRP/ps

cc: FAA NWM Airports

# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: April 23, 2013**  
**Re: Budget Resolution Transfer**

---

Once a year it's normal to adjust an organizations budget with respect to the major cost categories (objects) that are defined in our budget (i.e. Personal Services, Materials & Services, and Capital Outlay). This budget resolution takes into account the changes that have occurred since the budget was adopted. Primarily, that the Expo Center renovation will be deferred and the Marina Park grant did not come forward. Most of these adjustments are within or between cost categories resulting in a net zero impact to the total Port appropriations. I have denoted on the back of the "Budget Adjustments Between Major Cost Objects" spreadsheet the reasons for changes in appropriations for a given cost center.

Some might question why I didn't recommend lowering our total appropriation level, due to the Expo Center not moving forward, but instead left the total appropriation level the same. I did so because I wanted to provide the Board flexibility for those unknown circumstance(s) that could occur between now and the end of the year in which the Board may decide to move forward on.

Overall, this Budget Resolution Transfer is a net zero impact to the budget overall and does not need to be considered for a Supplemental Budget.

**RECOMMENDATION:** Approve Resolution No. 2012-13-4 with regard to the FY 2012-13 Budget Resolution Transfer as presented along with the attached documents.

## Resolution No. 2012-13-4

### Resolution Transfer for Appropriation Changes to Categories for the Fiscal Year 2012-13

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby approves the Budget Resolution Transfer for the fiscal year ended June 30, 2013 as presented below and discussed before the Board.

<b>EXPENDITURES</b>		
<b>General Fund</b>	<b>Adopted Budget</b>	<b>Resolution Transfer</b>
Personnel Services	\$ 79,300	\$ -
Materials & Services	272,760	-
Capital Outlay	-	-
Transfers	-	-
Contingency	-	-
<i>Total</i>	<b>\$ 352,060</b>	<b>\$ -</b>
<b>Revenue Fund</b>		
Personnel Services	\$ 1,422,885	\$ 53,000
Materials & Services	1,539,124	165,300
Capital Outlay	7,239,000	(652,300)
Debt Service	171,000	-
Transfers	1,576,124	434,000
<i>Total</i>	<b>\$ 11,948,133</b>	<b>\$ -</b>
<b>Bridge Repair &amp; Replacement Fund</b>		
Personnel Services	\$ 12,250	-
Materials & Services	1,000	-
Capital Outlay	500,000	434,000
Debt Service	704,000	-
Transfers	-	-
<i>Total</i>	<b>\$ 1,217,250</b>	<b>\$ 434,000</b>

**ADOPTED BY THE BOARD OF COMMISSIONERS** this 23rd day of April, 2013.

\_\_\_\_\_  
Jon Davies

\_\_\_\_\_  
Brian Shortt

\_\_\_\_\_  
Fred Duckwall

\_\_\_\_\_  
Hoby Streich

\_\_\_\_\_  
Rich McBride

PORT OF HOOD RIVER  
 BUDGET ADJUSTMENTS BETWEEN MAJOR COST OBJECTS  
 SCHEDULE OF EXPENDITURES AND CHANGES TO APPROPRIATION  
 FOR THE FY 2012-13

REVENUE FUND	Cost Center	Personnel Services		Materials & Services		Capital Outlay		Increase/ (Decrease) to Adopted Budget	Notes
		Adopted	Revised	Adopted	Revised	Adopted	Revised		
<i>Toll Bridge</i>	100	474,600	498,200	371,429	371,429	35,000	7,400	(4,000)	1
<i>Industrial Facilities</i>									
Big 7	200/205	33,600	33,600	124,933	124,933	-	32,666	32,666	2
Jensen Property	302	53,125	53,125	154,200	165,200	25,000	10,000	(4,000)	3
Maritime Building	303	25,500	25,500	76,500	112,500	75,000	39,000	-	4
Halyard Building	307	56,450	56,450	101,100	101,100	150,000	380,000	230,000	5
Expo Center	401	55,500	55,500	73,600	115,600	3,574,000	2,349,988	(1,182,012)	6
Timber Incubator Bldg	702	29,070	29,070	21,203	21,203	-	-	-	
Wasco Bldg	800	44,300	44,300	66,420	66,420	-	-	-	
		297,545	297,545	617,956	706,956	3,824,000	2,811,654	(923,346)	
<i>Commercial Facilities</i>									
State (DMV) Office Bldg.	501	21,000	21,000	17,400	19,900	-	-	2,500	7
Marina Office Building	506	30,025	30,025	28,625	26,125	-	4,000	1,500	8
Port Office Building	502	22,100	24,100	15,650	13,650	-	114,000	114,000	9
		73,125	75,125	61,675	59,675	-	118,000	118,000	
<i>Waterfront Industrial Land</i>	300/301	81,100	81,100	74,000	159,300	30,000	522,000	577,300	10
<i>Waterfront Recreation</i>									
Eventsite	402	93,500	115,900	22,975	20,975	-	-	20,400	11
Hook and Spit	306/505	36,665	36,665	15,000	15,000	-	-	-	
Marina Park	504	208,350	208,350	51,575	51,575	400,000	20,000	(380,000)	12
		338,515	360,915	89,550	87,550	400,000	20,000	(380,000)	
<i>Marina</i>	503	72,750	80,750	92,697	84,697	470,000	470,000	-	13
<i>Airport</i>	600	73,250	82,250	102,075	93,075	2,450,000	2,597,646	147,646	14
Administration		12,000	-	63,541	71,541	5,000	5,000	(4,000)	
Maintenance		-	-	66,200	70,200	25,000	35,000	14,000	15
		1,422,885	1,475,885	1,539,123	1,704,423	7,239,000	6,586,700	(454,400)	
<b>Increase/(Decrease) in Appropriation</b>			53,000		165,300		(652,300)		
<b>Bridge Repair &amp; Replacement Fund</b>		12,250	12,250	1,000	1,000	500,000	934,000	434,000	16
<b>General Fund</b>		79,300	79,300	272,760	272,760	-	-	-	

**Notes to Budget Adjustments:**

**Increases to appropriations to Cost Center**

- 2 BIG 7 HVAC and furnace renovation was not budgeted.
- 5 Halyard building tenant improvements (Pocket Fuel & Pfriend suite 102) was not budgeted at the levels of bid.
- 7 State DMV Bldg - Budget lower than actuals.
- 8 Marina Office Bldg capital improvements not budgeted for.
- 9 Port Building tenant improvements (Gorge Innoventure, remodel of office (IT room/Washdown area) was not budgeted.
- 10 Waterfront Industrial Land - Lot #1 design, Lot #3 sale, Nichols basin, Portway Ave, and URA parking costs.
- 11 Eventsite costs related to personnel costs not budgeted at levels being incurred.
- 13 Marina electrical upgrade and other improvements were not budgeted at the level that will be incurred.
- 14 Airport runway expansion did not consider all the work being completed this year.
- 15 Replacement of Maintenance vehicle and gator.
- 16 Bridge painting project incurring multiple change orders and welding project.

**Decreases to appropriations to Cost Center**

- 6 Expo Center capital improvement deferred until another year.
- 12 Marina Park capital improvements deferred until another year.

**Net Zero Impact to Appropriations to Cost Center:**

- 1 Toll Bridge - Move Capital Outlay budget of \$27,600 to Personnel Services due to Front desk and Special Projects personnel.
- 3 Jensen Bldg - Fire alarm and parking costs. Move Capital Outlay budget to Materials & Services.
- 4 Maritime Bldg - Move Capital Outlay budget to cover professional services in Materials & Services not originally budgeted for.

## Commission Memo

**To:** Commissioners **REVISED**

**From:** Michael McElwee

**Date:** April 23, 2013

**Re:** Contract with ECONorthwest for Economic Impact Analysis Services

---

One question that has come up regularly is how to define the impact that the Port of Hood River has on our local economy. All decisions the Commission makes about policies and investments in industrial development, recreation and transportation, rest ultimately on the impact each makes to the economy in our Port District and its quality of life. To my knowledge, a thorough assessment of the Port's economic impacts has never been made. I believe now is the time to prepare such an analysis, especially as we update our strategic business plan.

This effort was listed in my Commission-approved FY13 work plan as follows:

*"Prepare a comprehensive analysis describing the economic impact of the Port of Hood River. (Note: OPPA is hiring a consultant to prepare individual economic impact analyses for all Oregon ports. Work will be coordinated with this effort.)"*

As noted above, the Oregon Business Development Department (OBDD) is currently in the process of hiring a consultant to prepare an economic impact analysis showing the aggregate economic impacts of all ports statewide. This will include the specific impacts of each individual Port. OBDD asked that each Port contribute funds for this study. For a port our size the amount requested is likely to be \$3-5,000.

I strongly believe the best approach is for the Port of Hood River to contract with our own economic impact consulting firm. I do not believe the state's economic consultant will be able to develop an analysis that is specifically tailored to our operations or responsive to our needs. This effort is so important that we act as the client and direct the work.

I contacted the firm of ECONorthwest ("ENW"), a highly respected regional firm that I have worked with in the past and that has experience locally. At my request they submitted the attached proposal. I am aware of the fact that this is an expensive proposition. However, an economic impact study that allows for

thorough and rigorous evaluation of the impacts our Port makes locally and regionally is important for the following reasons:

- Provides a full explanation to constituents of the role the Port plays in supporting local job creation and facilitating private investment.
- Acts as a key piece of our Strategic Business Plan to guide Commission decision-making about strategic goals and investment priorities.
- Supports our federal and state funding requests especially as they relate to Lot #1 and the Hood River Bridge.
- Demonstrates the extent to which our soft assets (Marina Park, etc.) support economic development.
- Guides annual budget preparation and decisions relative to property acquisition, asset sales and capital investments.

The Port possesses a significant amount of data that will be important for the analysis including rent roll data for businesses within Port buildings, estimates of private investment and jobs in new buildings on the waterfront, bridge traffic counts, etc. Recent studies have also been completed about Port activities most notably the Economic Impact of Port Recreational Properties (2009) and the Economic Impacts of the Hood River Bridge (2010). However, we must be prepared to gather a significant amount of additional data for the consultant. To support the consultant's effort I propose to use the intern that is available from Whitman College.

Any analysis prepared by the Port of Hood River consultant would be similar in format to the OBDD study so that we would not need to duplicate efforts. We may still be asked to contribute some limited amount of funding to support the state-wide portion of that study. This approach is also being used by the Port of Morrow.

**RECOMMENDATION:** Authorize a contract with ECONorthwest to prepare a comprehensive analysis of the economic impacts of the Port of Hood River not to exceed \$32,000 plus reasonable reimbursable expenses.



DATE: 28 March 2013  
TO: Michael McElwee  
FROM: Terry Moore  
SUBJECT: PROPOSAL FOR ECONOMIC IMPACT ANALYSIS OF THE PORT OF HOOD RIVER

---

ECONorthwest is an economics consulting firm that does economic impact analysis throughout the country. Michael McElwee contacted Terry Moore of ECONorthwest (a principal at the firm, author of the report that did an economic evaluation of the Hood River Bridge, and a resident of the Columbia Gorge) to discuss preparation of an economic impact study for the Port of Hood River.

## I. Background

Any organization—businesses, government agencies, non-profits—must occasionally revisit its purposes, evaluate its performance, and consider its prospects. The Port of Hood River (Port) believes the time is right for such an assessment.

The Port is currently in the process of updating its strategic business plan. Such plans are stronger when they are based on good information: about past and current performance, internal strengths and weaknesses, external threats and opportunities, and potential and likely future conditions. A common question for an organization is, How do our actions make a difference? That is a question about *impacts*.

Coincidentally, the Infrastructure Finance Authority of Business Oregon, with the Oregon Public Ports Association, is about to begin an economic impact study of the 23 Ports in Oregon. A consultant will be selected in April; work is scheduled to be completed in the first quarter of 2014.<sup>1</sup>

Staff at the Port considered its needs and options and concluded that it would be best served by supplementing the state study with a more detailed local assessment of economic impacts. One topic of McElwee and Moore's discussion about that supplemental analysis was how the Port might fulfill its desire for a more detailed economic analysis by integrating with and leveraging information from the state study. The work plan that follows incorporates the expected outputs of the state study into the more detailed assessment of economic impacts that the Port wants to conduct.

## II. Approach

Any legitimate analysis of impacts must take a “with and without” perspective. An evaluation of alternative courses of action tries to provide this kind of information: “Here is our assessment about what the conditions in the project area will be like in 10 years if our organization takes no new action [without new action]; here is how and why we expect future conditions to change if our organization takes these propose action [with new actions].” That fundamental approach applies in this project as well. The question about the economic impacts of the Port of Hood River is simultaneously a question about the economic impacts of not having the Port doing what it does.

Removing the Port is not something anyone is considering, much less recommending. Just the opposite: the Port's presumption is that the requested economic impact analysis will provide data that

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<sup>1</sup> As part of a competitive bid process, ECONorthwest submitted a proposal to supply those consulting services. At the time ECO delivered this memorandum to the Port of Hood River, the state was beginning its evaluation of proposals; no further information is available to ECONorthwest.

demonstrate the importance of the Port to the regional economy. But that importance can also be described in terms of what is lost by its absence. Moreover, that perspective gives some insights into (1) how the economy actually works and would accommodate to that loss, (2) other benefits that might otherwise be overlooked, and (3) issues the analysis must contend with.

The study the state will do on economic impacts places a heavy emphasis on the use of IMPLAN, an input-output model that calculates economic impacts using well-known and robust data sources for its calculations. IMPLAN data come from the U.S. Economic Census, U.S. Bureau of Labor Statistics, the Internal Revenue Service, and other government statistical sources. IMPLAN approximates how, from where, and on what products and services each local industry spends money. It also estimates the number of employees associated with changes in production levels, their wages and benefits, the number of self-employed proprietors, and their incomes.

The emphasis in economic impact studies on IMPLAN and “multiplier” effects can lead policymakers to the incorrect inference that IMPLAN is all that is needed to do an economic impact analysis. In fact, IMPLAN is an accounting tool that allows analyst to trace the extended impacts of any initial economic activity. But there is a lot of analysis that must occur to estimate what initial economic activity an organization contributes to, in whole or in part.

For example, suppose a new business comes to Port property, builds a \$50-million facility, and operates with 40 employees. IMPLAN can describe how those direct effects ripple out through the regional and state economy. It cannot, however, make a determination of the Port’s contribution to those impacts. Such a determination requires local assessment: did the business come only because of availability Port property and the assistance of Port staff, or did it have lots of options and would have come to Hood River anyway? Answering questions like that require local evaluation.

Thus, the approach we propose is one that focuses on getting data relevant to Port activities that contribute to direct economic activity. There are several categories of economic activity that the Port engages in or otherwise supports, and how those categories might be organized in an impact report. The tentative idea is to organize by the categories of Business Development (land, buildings, businesses), Public Facilities (transportation [bridge, airport, marina], recreation), and Programs (e.g., for economic development and community enhancement). We will work out the details with Port staff in Task 1.

Our effort would be designed to integrate with the state study. By doing that, part of what the Port of Hood River wants from a detailed economic analysis would be provided by the work described in this proposal, and the other part by the state study. The work from this study would supplant or significantly enhance the state study’s efforts on describing the Port of Hood River’s activities, and would be input to the state’s IMPLAN analysis. That arrangement can work whether ECO is ultimately selected as the contractor for the state study or not.

### **III. Work Plan**

The Work Plan that follows incorporates the Approach described above into three tasks that are chronological. The rest of this section provides a brief description of each task.

We have discussed the tradeoffs among scope, products, a range of budgets (\$20,000 to \$75,000) and agreed that the target should be around \$30,000. Though that budget is at the lower end, several things argue that it is adequate to deliver a good product: (1) the Port’s staff will be simultaneously conducting research related to the development of its strategic plan, some of which will be of use in the impact analysis; (2) the Port has several studies about various aspects of its economic activities, and has a good inventory of all its assets, (3) the state will be paying for a consultant to do the IMPLAN part of the impact analysis, so that does not need to be part of this scope, and (4) the Port is in the process of

contracting with a summer intern who is majoring in economics and would be assigned entirely to this project.<sup>2</sup>

The project team will be: Terry Moore (project director); Beth Goodman, Nick Popenuk, or Anne Fifield (lead researcher, to be determined); Bob Whelan (economic advisor), Tessa Krebs as IMPLAN advisor; Alison Danko (intern).

The schedule that follows assumes that ECO would have a notice to proceed by some time before the end of April. If that notice is delayed, the proposed schedule below would shift back accordingly.

### **Task 1: Preliminary Investigation**

The Port will send ECO studies or links to studies relevant to the assignment. ECO will review those studies and send the Port a general data request. At a kick-off meeting, ECO would meet with the Port's project manager (and other staff as desired) to clarify project objectives, discuss the proposed process and timing, identify existing information and on-going research, and refine the work program and an outline of the final product. Based on that meeting ECO prepare a refined scope of work (for Task 2) and report outline (for Task 3).

Our extensive experience on research on public policy is consistent: it is very unlikely that we or anyone else can develop a work plan now that will hold up for the entire project. We see Task 1 as critical for getting a better and mutual understanding of purposes, audiences, data, methods, potential pitfalls (technical and political), outcomes, and products consistent with achieving those outcomes.

Products:	Refined scope of work; data request; outline of final report and supporting materials
Meetings:	1
Budget:	\$6,000
Schedule:	Done by end of May

### **Task 2: Data collection and analysis**

The bulk of the technical work and project effort occurs in this task. The section above on Approach describes the key activities. In general, ECO will be using standard data sources, reports about Port activities and the Hood River economy, and interviews of business and agency representatives to create a data-based picture of the Port's contribution to the regional economy of the Hood River area. Part of this task will include coordinating with the Port staff working on the Strategic Plan, and with the consultant working on the statewide assessment of ports (especially the IMPLAN component).

The results from IMPLAN analyses are only as good as the data and assumptions that are entered into the model, which is why proper data collection is so important. The most important steps to measuring the full range of economic impacts associated with the Port are to get data regarding the direct economic activity at the Port, and to develop a clear understanding of the connections between those activities and the existence of the Port. In other words, the analysis must fully characterize port and business operations (revenues, employment, income, etc.) and must make estimates about what would happen to those activities and businesses if the Port did not exist.

Products:	Data and analysis to support the draft and final reports
Meetings:	3 in Hood River with Port staff. Interviews
Budget:	\$20,000
Schedule:	Done by mid-August

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<sup>2</sup> Our understanding is that the intern is available after mid-May. Thus, we would conduct Task 1 without intern assistance.

### Task 3: Draft and final products

In this task, we package the research conducted in Tasks 2 into a project report that communicates the findings clearly and without jargon. The document will be understandable to audiences who are not economists or experts in port operations. The main report will be relatively short (~20 pages) and will have a 2 – 4 page executive summary. It will be supported by technical material in appendices. Explanatory text will be included to allow a reader unfamiliar with economic impact studies and methodologies to understand their meaning.

ECO will give Port staff a draft report. The Port will give ECO a single, consolidated set of comments in writing (“track change” in Word preferred). ECO will address those comments and create a final report.

ECO will make a presentation regarding the report to an audience and at a place and time that the Port will specify.

Products:	Draft report; final report; presentation
Meetings:	1
Budget:	\$6,000
Schedule:	Done by end of September

### Summary of budget and schedule

ECO proposes to conduct the study from May through September, 2013, for a fee of \$32,000.

### Role of Port

We assume that the Port will provide meeting space as necessary, identify key stakeholders for interviews and help with introductions, help with any logistical issues related to interviews or meetings, provide data and reports, and review ECO’s interim products.

## **IV. ECO qualifications related to impact analysis**

ECONorthwest has been doing economic analysis in the Northwest for almost 40 years. We are the largest economics firm based in the Northwest. ECO has done extensive work in economic impact analysis, economic forecasting, and economic development. Following is a sample of projects completed within the past three years. For more information see [econw.com](http://econw.com).

Terry Moore would be ECO's project manager. He has 40 years of experience, with degrees in engineering, planning, and public administration; has worked across the intersection of transportation and economic development; and is an accomplished technical writer, presenter, and meeting facilitator. His philosophy of project management is one of making sure (1) that competent professionals have what they need to work independently, and (2) that independent research efforts do not lose sight of the overall objective and how they fit into final products. For a project like this one, ECO will have only about six people involved, all of whom will be fully informed about objectives, deadlines, and substantive issues. There is always a backup.

### **Economic and Fiscal Impacts; IMPLAN**

Economic Impacts of Intel. (2011)

The Economic and Fiscal Impacts of Facebook's Data Center in Oregon. (2011-2012)

Oregon State University's Economic Impacts. (2012)

The Economic and Fiscal Impacts of Cambia Health Solutions. (2012)

Economic Impacts of OHSU. (2008)

Public Works Program Performance Evaluation. (2005)

Oklahoma City Fiscal Impacts of Growth Scenarios. (2011-2013)

Portland Property Tax Compression Model. (2012)

### **Port Issues**

Port of Portland Industrial Harbor Lands Inventory Update. (2011-2012)

Economic Impacts of State Road 35 Columbia River Crossing. (2010)

Benefit-Cost Analysis of Development Alternatives for a Proposed Port Facility. (2011-2012)

Socioeconomic Impact Analysis of Port of Tillamook Bay Railroad. (2008)

Economic Evaluation of Port of Kennewick Airport Redevelopment Alternatives. (2012-2013).

### **Economic and Infrastructure Development**

Value of Jobs Reports on Portland-Metro Economy. (2010-2012)

# Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: April 23, 2013**  
**Re: Marina Electrical Upgrade Project**

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Pursuant to Commission direction, staff prepared bid documents and advertised for bids for the Marina Electrical Upgrade project on March 23.

Bids were opened at 2:00 on April 18. The five bids received are listed on the attached Tabulation Form. As noted, the low bid of \$457,387 was submitted by LaLonde Electric of Estacada, Oregon. The engineer's estimate for the work was \$463,000.

Staff has completed verifying the bidder's information received and seeks Commission approval to issue the Notice of Intent to Award and the Notice of Award subject to no bid protests to LaLonde Electric.

The actual construction contract would be brought to the Commission for approval at the May 7 meeting.

**RECOMMENDATION:** Authorize Notice of Intent to Award and Notice of Award subject to no bid protests to LaLonde Electric for the Marina Electrical Upgrade Project.

## BID TABULATION

### Hood River Marina Electrical Upgrade Project

Bid Opening at 2:00 p.m. – Port of Hood River Boardroom – Thursday, April 18, 2013

BIDDER (in alphabetical order)	BASE BID Marina Slip Electrical	ADD ALTERNATE A Boathouse Electric	TOTAL	Schedule of Values	Signed Bid Form	Addenda 1-2 Acknowledged	Bid Bond	1 <sup>st</sup> Tier Subcontr Form by 4pm
Coburn Electric – Hood River OR	490,000	110,000	600,000	✓	✓	✓	✓	
Design Electric – Vancouver WA								
Gorge Electric – Hood River OR								
Hamer Electric – Longview WA								
Hire Electric – The Dalles OR	383,000	88,000	471,000	No	No	✓	✓	
Kunert Electric – Roseburg OR	421,292	48,366	469,658	✓	✓	✓	✓	✓
LaLonde Electric – <del>Damascus OR</del> Estacada OR	367,555	29,832	457,387	✓	✓	✓	✓	✓
Tice Electric – Portland OR	445,087	53,682	498,769	✓	✓	✓	✓	✓

**These bid results are preliminary only. They do not represent final results.**

# Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: April 23, 2013**  
**Re: Runway Shift, Construction Restart Alternatives**

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Considering the near record dry February – March weather, K&E Excavation targeted April 1 for restarting construction on the Runway Shift project. However, the weather predictions for April and the moisture content of the soil both for on-site and imported material caused them to cancel that restart date.

K&E has orally committed to a base case scenario in which they will provide a two week notice before construction re-start. Runway closures will be needed and they will attempt to complete the entire project prior to July 4, 2013. This could include two 18-day runway closures or one 30-day runway closure, weather dependent.

In order to guarantee a construction re-start date of mid-May and completion of all runway construction activities prior to July 4, regardless of weather impacts, K&E has proposed to utilize subbase rock material suitable for wet weather construction for subgrade embankment areas along the east shifted end of the new runway and taxiway connector rather than standard imported fill material (mix of soil, sand, gravel, clay, etc. not suitable for wet weather construction).

The completion of north taxiway work in the area immediately south of the north apron will occur prior to July 4<sup>th</sup> weather dependent. However, if weather conditions do not allow for earthwork activities in this area prior to July 4, K&E will complete this work in subsequent work days, with no runway shutdown. This may include the need for temporary relocation of all planes from the north apron to the south apron while taxiway work is being completed. This same scenario will be implemented when completing south taxiway connector work.

Completion of the north taxiway east of the north apron will occur prior to July 4.

The cost difference between the rock fill and the unwashed gravel fill would be \$17,250. There would be no labor cost difference. However, while staff will request FAA to participate in this cost, it is unlikely that FAA will approve their financial participation. [NOTE: Change Order No. 3 documentation will be provided at the meeting.]

**RECOMMENDATION:** Authorize Change Order No. 3 increasing the contract by \$17,250.00 and the total cost of the contract to \$3,400,027.76.