



PORT OF HOOD RIVER COMMISSION

AGENDA

Friday, April 4, 2025

Virtual Meeting

View meeting live at: <https://www.youtube.com/@portofhoodriver2178/streams>

SPECIAL MEETING

1. **Call to Order** – 10:30 AM
2. **Action Item:**
 - a. Approve New Property Manager Job Position (*K. Greenwood, Pg. 3*)
3. **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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Commission Memo

Prepared by: Kevin Greenwood
Date: April 4, 2025
Re: Property Manager Job Position Approval



The Port has been re-organizing management positions over the last 18-months. As part of this reorganization, the Commission has approved contracts with Jeff Renard for Airport Management and with Tom Bacci for Real Estate services. Those contracts have been effective.

The Port approved and hired a Project Coordinator position which was intended to serve as an administrative role supporting Renard and Bacci. The position was recently vacated and after discussion with the executive team, the Port's human resource consultant (Rebecca Vales, HR Answers), and other ports, management is recommending that the Commission create a dedicated Property Manager (PM) position with a salary step structure the same as the Waterfront & Marina Manager. Though this position would not have direct reports, it would report to the Executive Director and manage the Port's \$3-million real estate portfolio. The PM would work closely with the Finance Team, Facilities Team, Waterfront Manager, Airport Manager and the Real Estate agent.

With a number of leases currently in the queue, management would prefer to advertise this position as quickly as possible to minimize impacts during this transition.

Included in the packet are the following documents:

1. Property Manager job description
2. Property Manager promotional brochure

BUDGETARY IMPACTS

For the current FY25, the impacts will be negligible with just two more months in the fiscal year. The Position will see a 25% increase fully-loaded compared to the Project Coordinator position (which will be mothballed,) but the originally budgeted Development Manager was never hired. As of January 31 (58% thru the year), the Port's General Fund Personal Services category is expended at 27% of budget.

RECOMMENDATION: MOTION to approve the Property Manager job description and salary range.

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POSITION DESCRIPTION

JOB TITLE: Property Manager

GENERAL EMPLOYEE • REGULAR • FULL TIME

FY 24-25 SALARY RANGE: \$74,634-\$100,016 PER YEAR

CREATED: 4/4/2025

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Property Management	Kevin Greenwood	Exempt

JOB SUMMARY:

The Property Manager is responsible for overseeing the day-to-day operations of the Port's real estate portfolio, ensuring tenant satisfaction, efficient property management, and compliance with lease terms. The role involves close collaboration with all Port staff, as well as the Port's contracted real estate agent and airport manager, to support property marketing and leasing efforts. The Property Manager is a key resource for managing property maintenance and ensuring the Port's real estate assets are well-maintained and profitable. Decisions or actions which commit the Port, or which are outside established policy/procedures are expected to be referred to the Executive Director.

ESSENTIAL DUTIES:

Property Management (Requires 65% of Time)

- Manage the Port's real estate portfolio, including commercial and industrial properties, and other leased spaces.
- Lead or support property transactions, including lease negotiations, rental rate setting, property acquisitions or sales, and tenant management - while ensuring alignment with Port policies. Manage permitting processes with support from Facilities Manager.
- Collaborate closely with the contracted real estate agent to support property marketing, lease negotiations, tenant onboarding/offboarding, and leasing processes, ensuring alignment with Port policies and practices.
- Update, customize and track existing lease agreements, vendor contracts, and other relevant agreements using standard templates, making necessary adjustments to ensure compliance with Port policies, legal requirements, and specific property or vendor needs.
- Maintain tenant relationships by serving as the main point of contact, ensuring satisfaction, addressing inquiries, maintenance requests, and other property-related concerns.
- Enforce compliance with lease terms, rules, and regulations, addressing tenant issues as they arise.
- Manage the annual physical evaluation of all Port properties, including regular inspections to ensure lease compliance and identify maintenance needs.
- Support the development and maintenance of a property management system integrated with the Port's financial management system.
- Track and resolve maintenance requests, and coordinate with vendors for timely completion.
- Maintain detailed property records, including condition analyses, lease agreements, and rent roll reports.
- Work with the Records Management department to ensure proper storage, organization, and compliance of property-related documents with Port policies and legal requirements.
- Ensure all tenants have submitted proper documentation, insurance certificates, and other required materials.
- Manage lease renewals, amendments, and enforce lease obligations as needed.
- Communicate regularly with Supervisor to stay aligned on objectives and keep all relevant parties informed of key developments. Recommend policy changes as needed.

- Monitor and coordinate vendor contracts for property services (janitorial, landscaping, etc.) and ensure compliance with service agreements.
- Lead property planning, feasibility studies, and due diligence for potential property developments or acquisitions to maximize economic utilization.
- Conduct market research and feasibility studies for the use, marketing, and potential development of Port properties to enhance their economic impact.
- Produce annual report on the performance of the Port's real estate portfolio.

Financial Management & Budgeting (Requires 10% of Time)

- Assist in the preparation and management of the property operations budget, providing input on maintenance and operational cost forecasting.
- Work closely with the finance department to ensure timely rent collections, account reconciliations, and track lease-related financial records, including payments and renewals.
- Assist in grant applications and managing the implementation of successfully awarded grants for property development or improvement.
- Manage the property capital plan; collaborate with finance team for forecasting.

Tenant & Vendor Coordination (Requires 10% of Time)

- Oversee vendor relationships, ensuring compliance with contract terms and consistent delivery of quality services. Schedule vendor interactions with tenant spaces
- Monitor compliance with safety regulations and address tenant safety concerns as needed.
- Procure personal service contracts.

Other Port Asset (Airport, Marina, Other) Support (Requires 10% of Time)

- Provide support for Airport Manager with the Airport Advisory Committee
- Review airport maintenance requests and direct to Airport Manager.
- Schedule and support annual hangar inspections.
- Facilitate hangar invoices.
- Develop property management processes for new Port businesses such as storage units.

Risk Management & Compliance (Requires 2.5% of Time)

- Ensure all properties meet required safety standards, local regulations, property codes, and environmental requirements.
- Address risk management concerns and work with legal counsel on lease enforcement or disputes as necessary.
- Monitor and enforce insurance requirements, and manage property-related liability exposures to minimize organizational risk.

Collaboration & Reporting (Requires 2.5% of Time)

- Collaborate regularly with the real estate agent to ensure smooth leasing and marketing of available spaces.
- Provide updates to the real estate agent on property vacancies, tenant needs, and market conditions.
- Collaborate with local agencies such as the Mid-Columbia Economic Development District and Chamber of Commerce to promote and develop the Port's properties.

- Assist in preparing monthly property management reports for the Executive Director and the Commission.

NON-ESSENTIAL DUTIES:

Other duties as assigned by the Executive Director.

SUPERVISION:

The Property Manager works under the general supervision of the Executive Director, with regular updates and collaboration.

SUPERVISORY RESPONSIBILITIES:

Oversee contractors and vendors for property maintenance, improvements, and other projects, ensuring quality work, adherence to timelines, and compliance with contracts and safety standards.

MINIMUM QUALIFICATIONS:

- **Education:** Minimum four-year degree in business, real estate, or related field.
- **Experience:** At least three years of property management or facilities management experience, including tenant relations and maintenance coordination. Experience in public sector property management or managing diverse property types (industrial, office, retail) is preferred.
- **Certifications:** Possess and maintain a valid driver’s license with a good driving record. Real estate license or property management certification (e.g., CPM, RPA) is preferred but not required. State of Oregon Procurement Certification is preferred, but not required.
- **Knowledge of Local Laws:** Familiarity with local, state, and federal real estate laws, property codes, and regulatory requirements (e.g., ADA, environmental regulations) is preferred.
- **Background Check:** Pass pre-employment background check.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Strong knowledge of property management best practices, real estate operations, lease negotiations, rental rate setting, and property maintenance.
- Ability to assess the economic feasibility of property uses, conduct market studies, and analyze lease agreements and financial data.
- Excellent written and verbal communication skills, with the ability to relay complex information clearly and effectively.
- Proficiency in Microsoft Office Suite and property management software.
- Strong organizational skills with the ability to manage multiple tasks, deadlines, and projects simultaneously.
- Ability to work effectively with diverse tenants, vendors, contractors, staff and other stakeholders.
- Knowledge of building codes, safety regulations, and maintenance requirements for various property types.
- Ability to analyze financial data, including lease agreements, and prepare budget forecasts.
- Proven ability to maintain open and transparent communication with supervisors, staff, tenants, and external partners, fostering a collaborative environment.
- Strong interpersonal skills, with the ability to build relationships, work collaboratively as a team player, and resolve conflicts professionally and constructively.
- Proactive approach to property management, responding swiftly to tenant inquiries and maintenance needs.
- Demonstrated ability to handle conflicts or disagreements between staff, tenants, or vendors, ensuring a positive and professional working environment.

WORK ENVIRONMENT:

- Primarily an office-based environment, with regular site visits to Port properties.
- Participation in occasional evening meetings is expected.
- Local travel is expected; occasional out-of-state travel may be necessary for specific projects or meetings.

PHYSICAL DEMANDS:

- Ability to inspect properties, which may involve walking, bending, climbing stairs, and navigating various terrains.
- Occasional lifting of objects up to 35 pounds may be required.
- Frequent use of computers and office equipment, including extended periods of sitting.

RELATIONSHIP WITH OTHERS:

The Property Manager regularly collaborates with tenants, Port staff, the Port’s real estate agent, vendors, contractors, Port Commissioners, external agencies, and members of the public. Professional behavior and clear communication are essential when providing information, ensuring lease compliance, coordinating maintenance activities, and enforcing contract terms.

MANAGER SIGNATURE: _____

MANAGER TITLE / DATE: _____

EXECUTIVE DIRECTOR SIGNATURE / DATE: _____

EMPLOYEE SIGNATURE: _____

EMPLOYEE TITLE / DATE: _____



PROPERTY MANAGER

Salary \$74,634 - \$100,016 annually
Plus excellent benefits package

WHAT WE'RE LOOKING FOR

The Port of Hood River is seeking an experienced Property Manager to oversee our diverse real estate portfolio. This role will focus on tenant relations, lease negotiations, property maintenance, and strategic planning. The ideal candidate will be proactive, detail-oriented, and experienced in commercial or industrial property management. As a key player in driving economic growth, you will help ensure the Port's long-term sustainability and continued success.

WHY THE PORT IS A GREAT PLACE TO WORK

At the Port, we foster a dynamic work environment that encourages innovation, collaboration, and growth. You'll join a passionate team, make a meaningful impact on the local economy, and help shape the future of the Port's property portfolio. We offer a healthy work-life balance with competitive benefits and opportunities for professional development.

PORT'S ECONOMIC ROLE AND PROPERTY PORTFOLIO

According to the Port's 2014 Economic Impact Study, the Port plays a critical role in the regional economy, supporting nearly 1,000 jobs (including direct and secondary impacts) and generating \$280 million in economic output through its owned and previously conveyed properties. With a diverse portfolio of light industrial, commercial, and waterfront properties, the Port provides space for a wide range of businesses—from small startups to large manufacturers. Managing these assets is essential to sustaining economic growth, creating opportunities for businesses, and strengthening the local job market.

PREPARING FOR A FUTURE WITHOUT TOLLS

By June 30, 2026, the Port will stop using toll revenue for non-bridge activities. While tolls have historically supported bridge operations and economic development, including the waterfront, airport, and parks, the Port will be allocating toll revenue exclusively for bridge operations, maintenance, and future replacement. With projected bridge maintenance costs of \$90 million over the next 15 years, the Port aims to generate revenue from property leases and other sources to sustain its operations without relying on tolls for non-bridge activities.

BENEFITS:

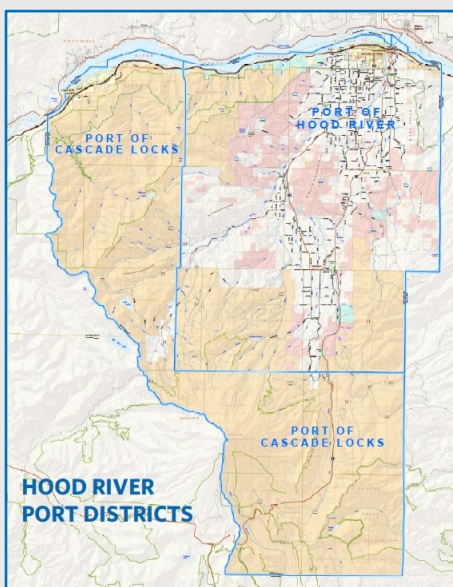
- Medical/Dental/Vision
- PERS retirement (employee picks up 6%)
- Life/Disability Insurance
- FSA
- Excellent PTO
- Port-provided laptop

THE PORT:

- Budget 2024-25
 - Operating: \$11M
 - Overall: \$51M
- Employees: 19
- Port Commissioners: 5

THE DISTRICT:

- Approx. Population 22,955
- Port District Map:



ABOUT THE PORT OF HOOD RIVER

The Port of Hood River, incorporated in 1933, is a public agency that plays a central role in the region's economy by providing essential infrastructure and services. These include transportation facilities like the Hood River-White Salmon Interstate Bridge, Port-owned roads, and parking; air service at the Ken Jernsted Airfield; recreation and tourism amenities along the Hood River Waterfront and Marina; and industrial development through sites like the Waterfront Business Park and Lower Mill Industrial Redevelopment site. The Port's service area covers about half of Hood River County, including the City of Hood River, and extends through the Hood River Valley.



PORT BUDGET OVERVIEW

For the 2024/25 fiscal year, the Port operates with a budget of \$18 million, with major revenue sources including \$11 million from tolls, \$4 million from lease revenue and user fees, and \$4.3 million from grants. Key expenses include \$5.1 million for toll bridge operations, \$2.8 million for rental properties, and \$2.2 million for maintaining waterfront, marina, and airport facilities. The Port is also focused on streamlining operations and securing state and federal grants for future projects, such as a new roundabout and waterfront parking.

PORT PROPERTIES:

- Hood River-White Salmon Interstate Bridge
- Ken Jernstedt Airfield
- Hood River Waterfront Recreation Sites
- Waterfront Business Park
- Lower Mill Industrial Redevelopment site
- Total Leased Buildings: Approx. 200,000 g.s.f.
- Other Port-owned buildings and lands

RECRUITMENT PROCESS

Applications DueApril 18, 2025 at 4 PM
InterviewsWeek of April 21, 2025
Approximate Start DateMay 12, 2025

Please submit your application, cover letter, and resume to hr@portofhoodriver.com. The application can be downloaded from our website here:

<https://www.portofhoodriver.com/employment-volunteer-opportunities>

For any questions, please contact hr@portofhoodriver.com.

The Port of Hood River is an equal opportunity employer. Employment decisions are made based on an individual's abilities and performance, without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law.