

**Port of Hood River Commission  
Meeting Minutes of April 3, 2012 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 and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Linda Shames and Mellissa Halseth

**Absent:** Commissioner Jon Davies

**Media:** Adam Lapierre, Hood River News

**1. CALL TO ORDER:** Vice-President Hoby Streich called the meeting to order at 5:00 p.m.

- a. Modifications, Additions to Agenda:** Revised Memo provided for the Naito Project Process; add Marina Center Building Project to Discussion Items; additional graphic provided for Action Item c.

**2. PUBLIC COMMENT:** Heather Staten commented on her ideas for a public pathway along the Waterfront around the Nichols Basin. She mentioned she thought that Naito Development was looking for direction on the pathway from the Port.

**3. CONSENT AGENDA:**

- Approve Minutes of March 20, 2012 Regular Session Meeting
- Approve Accounts Payable Requiring Ratification to Drew's Diving Service in the Amount of \$1,050 and Pageworks Design in the Amount of \$1,225 for a Total Amount to be Ratified of \$2,275

**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 – Commissioner Streich reported on the March 22 meeting. Urban Renewal seats will be officially voted on at the next meeting to include City Council and two Port Commissioners. The Urban Renewal Board will be requesting two additional Port representatives to serve on the Budget Committee.
- Airport Advisory – Streich also reported on the March 27 meeting. There was discussion on the Runway Shift project and the possibility of a 2-week full closure of the runway, but the FBO is opposed to this and would like the closures intermittent for a longer period. Century West will be producing a final draft layout plan to present to the Airport Advisory Committee and also the Port Commission for approval. Bidding would begin in late May, with bids due in June and construction in July.

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

- Schedule – SDAO Board Member Training is scheduled for April 30, 2PM-5PM at the Hood River Fire Department.
- Staff & Administration – McElwee thanked Commissioner Shortt for attending the EDA tour of the Waterfront on April 3. The deadline for applications for the Development Manager and Waterfront Coordinator positions is April 6.
- Waterfront Development – Renovations at the Marina Office Building is almost complete. Cascadia Brewing project has been making good progress.

- Airport – The excavation at the Aero Spray pad is complete. Reports have been submitted that contamination levels in the sub-grade and excavated soils were low enough that the debris can be disposed of with conventional methods.
- Bridge/Transportation – The March 29 bridge closure was very productive. Williams Pipeline inspected the gas lines, HNTB inspected the deck offset at the lift span, and Port Maintenance completed numerous repairs on the bridge and at the toll house and Crestline Construction was able to repair the North Approach of the bridge.

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

- Naito Cable Park Public Process – There was discussion on the process and schedule to reach a decision on the proposed Naito Cable Park. It was suggested that staff could conduct a baseline survey during the 2012 summer season to collect information regarding user groups and times of use at the Nichols Basin. Staff will request that Group Mackenzie provide concepts from other similar waterfront properties that could be used on Lot 1. McElwee to follow up with Naito Development regarding progress of financing the project. Staff will also schedule a stakeholder meeting with the various user groups, Naito Development and Group Mackenzie in May. The Commission agreed to defer public testimony and final decision on the Cable Park until after the Corp/DSL process.
- Spring Planning Session Agenda – McElwee stated that staff had many projects that needed to be seen through and completed in the near future and asked the Commission to look into visioning for the next five years or so. There was a request for rate comparables for Marina slip rates and an analysis of existing dock life, including costs for replacement or expansion of the Marina. McElwee suggested that the Commission revisit the Marina Master Plan. McElwee requested that the Commission provide staff with feedback for the Spring Planning agenda by Monday, April 9.
- Marina Center Building – McElwee presented the preliminary plans for the space west of the Boardroom. The intention is to continue the build out even if a tenant is not yet selected, with completion in July.

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

**a) Approve Change Order No. 1 and Authorize Increase in Contract with Colton Construction Company in the Amount of \$552.50 for a Total Contract Amount of \$243,052.50:** Represents the value engineering for the tenant and some tenant add-on cost and some Port add-on cost.

**Motion:** Move to Approve Change Order No. 1 and Authorize Increase in Contract with Colton Construction Company in the Amount of \$552.50 for a Total Contract Amount of \$243,052.50

**Move:** Duckwall

**Second:** McBride

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

**Absent:** Davies

**MOTION CARRIED**

**b) Authorize Staff to Issue Notice of Intent to Award to Crestline Construction Company, LLC in an Amount Not to Exceed \$343,797 and to Award a Contract to Crestline Construction Company, LLC Subject to Approval from EDA and Contingent Upon No Bid Protests:** EDA has approved use of the remaining EDA funds granted to the Port for portions of the Portway Avenue Improvement Project. The Port will pay approximately \$277,000 and EDA will pay approximately \$150,000. Construction could start as early as late April after receiving approval from EDA with completion scheduled for June 15. The City of Hood River will reimburse the Port \$38,000 for paving.

**Motion:** Move to Authorize Staff to Issue Notice of Intent to Award to Crestline Construction Company, LLC in an Amount Not to Exceed \$343,797 and to Award a Contract to Crestline Construction Company, LLC Subject to Approval from EDA and Contingent upon No Bid Protests

**Move:** McBride

**Second:** Duckwall

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

**Absent:** Davies

**MOTION CARRIED**

**c) Approve Access and Utility Easements NBW Hood River, LLC Associated with the Nichols Landing Project:** This action was tabled for further discussion at the April 17 Spring Planning Session. Legal Counsel will research a possible easement with Hattenhauer near the Nichols Basin.

**d) Authorize Contract with Mid Columbia Overhead Door, Inc. for the Purchase and Installation of the Bi-Fold Door for the Maintenance Hangar in an Amount Not to Exceed \$25,000:** This is for replacement of the west door of the maintenance hangar used by the FBO. The previous one is very old and does not operate well. \$18,000 was budgeted but if the "I" beam needs replacing it could cost up to an additional \$7,000.

**Motion:** Move to Authorize Contract with Mid Columbia Overhead Door, Inc. for the Purchase and Installation of the Bi-Fold Door for the Maintenance Hangar in an Amount Not to Exceed \$25,000

**Move:** Duckwall

**Second:** Shortt

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

**Absent:** Davies

**MOTION CARRIED**

**e) Appoint Budget Committee Member for Three-Year Term Ending June 30, 2014:** There were good comments received on both applicants, John Everitt and Larry Brown, for the Budget Committee. There was a unanimous decision to appoint John Everitt.

**Motion:** Move to Appoint John Everitt as Budget Committee Member for Three-Year Term Ending June 30, 2014

**Move:** McBride

**Second:** Shortt

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

**Absent:** Davies

**MOTION CARRIED**

**f) Appoint Waterfront Recreation Committee Member to Fill Vacancy for Term Ending June 30, 2012 and Continue for the Three-Year Term Ending June 30, 2015:** Samuel Bauer and MacRae Wylde both applied. Although they are both great candidates the Commission thought that Samuel Bauer would have a more flexible schedule for attending meetings.

**Motion:** Move to Appoint Samuel Bauer as Waterfront Recreation Committee Member to Fill Vacancy for Term Ending June 30, 2012 and Continue for the Three-Year Term Ending June 30, 2015

**Move:** Duckwall

**Second:** Shortt

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

**MOTION CARRIED**

**8. COMMISSION CALL:** Commissioner McBride mentioned that there were many items that needed updating on the Port website. Staff will continue updating to website to make as current as possible.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 6:50 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 7:19 p.m. There was no action taken as a result of Executive Session.

**10. ADJOURN:** Vice-President Streich adjourned the meeting at 7:19 p.m.

Respectfully submitted,

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Mellissa Halseth

ATTEST:

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Jon Davies, President, Port Commission

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Rich McBride, Secretary, Port Commission