

Port of Hood River Commission
Meeting Minutes of October 15, 2024 Regular Session
Via Remote Video Conference & Marina Center Boardroom
5:00 p.m.

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

Regular Session

PRESENT: Commissioners: Kristi Chapman, Heather Gehring, Mike Fox, Ben Sheppard, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, Jeff Renard, and Patty Rosas. **Legal Counsel:** Heather Martin, BEH. **Guests:** Tracey Tomashpol; Noah Noteboom, Columbia Gorge News.

ABSENT: None

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 5:00 p.m.

- a. **Modifications, Additions to Agenda:** The reference to the Hoby Hangar was incorrect and should be the Streich Hangar.

- b. **Public Comment:** Tracy Tomashpol, a Hood River resident, raised concerns about the proposed foundation, questioning its overall purpose and the potential for conflicts of interest. Tomashpol suggested that the foundation's mission should be more clearly defined with a specific focus on charitable endeavors. Additionally, she recommended that Port staff should not be responsible for managing the foundation's records and finances. Tomashpol also emphasized the importance of adhering to public meeting laws to ensure transparency in the foundation's operations. She concluded her remarks by congratulating the team on the successful bridge celebration.

2. CONSENT AGENDA:

- a. Approve Minutes from the September 17, 2024, Regular Session
- b. Approve Resolution No. 2024-25-7 Establishing Public Meeting Training Policy
- c. Approve Purchase of Hangar Door with Kevin Cole Construction at the Streich Hangar (originally referred to as the Hoby Hangar).
- d. Approve Accounts Payable to Beery, Elsner & Hammond, LLP

Motion: Move to approve Consent Agenda.

Move: Fox

Second: Bieker

Discussion: Questions were raised about Consent Item 2(c) concerning the hangar doors, specifically regarding the details included in the quotes. Staff assured the Commission that the quotes had been thoroughly reviewed and recommended proceeding with the quote from Kevin Cole Construction. The Commission also suggested that future quotes include additional details to provide greater clarity.

Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

MOTION CARRIED

3. INFORMATIONAL REPORTS:

- a. **Height Restriction Memo** – A discussion took place regarding the various height restriction options. It was noted that the least expensive option would likely not address the height restriction concerns, while the other alternatives were considered too costly. The Commission reached a consensus not to move forward with this item during the Fall Planning Session.

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **North Apron (Jeanette Road) Building Criteria** – Jeff Renard of Aviation Management Services discussed the building criteria for land leases on the North Apron building pad off Jeanette Road, such as a vegetation barrier, hangar parking, resolving the Terry Brandt easement issue, and ensuring access for fire department and garbage trucks. Renard proposed relocating the parking area onto airport property and installing a keypad-controlled gate off Jeanette Road. He also highlighted the infrequent use of the Terry Brandt easement and suggested creating a drive lane with proper markings to accommodate both vehicular traffic and the taxiway to the Terry Brandt property. Commissioner Tor Bieker confirmed that the proposal aligns with the Airport Advisory Committee's (AAC) recommendations. A discussion followed regarding layout and access options, with the Commission stressing the need to optimize space to generate revenue. The Commission agreed to proceed with obtaining a developer proposal, with the condition that any land lease must include investments in vegetation, fire truck turnaround and asphalted parking.

- b. **Waterfront Development Proposals** – Daryl Stafford, Waterfront Manager, reported that this topic was brought forward in accordance with Resolution No. 2023-24-18, which pertains to Waterfront recreation development and concession permits. The Resolution notes that related presentations be considered as agenda items twice a year. While staff has received inquiries, none of the proposals have met the current guidelines outlined in the Resolution. Stafford sought direction from the Commission on whether to include these proposals in the upcoming Fall Planning Session for review. The Commission reached a consensus for staff to assess if any proposals meet the Port's criteria, and if so, to present them at the Fall Planning Session. Additionally, the Commission agreed to revisit the Resolution in the spring.

5. EXECUTIVE DIRECTOR REPORT: Kevin Greenwood, Executive Director, discussed the potential impact of the Federal Emergency Management Agency (FEMA) biological opinion on the flood insurance program, noting its significant potential to affect development within flood zones. The Commission was also presented with a draft fact sheet for the roundabout project near Lot 1. In addition, a section of the bridge's portal truss was donated to The History Museum of Hood River County and is now on display. It was further reported that nearly \$12,000 in merchandise sales were generated during the Centennial event. Staff provided feedback on the event, including mention of an incident involving the security team. Greenwood also reminded the Commission of a Special Meeting scheduled for October 22.

Lastly, Commissioner Mike Fox gave an update on the new bridge project, stating that the cost estimate has risen to \$1.12 billion, largely due to industry-specific inflation of 51.3% and the need for deeper foundation work. The Hood River-White Salmon Bridge Authority (HRWSBA) plans to apply for a \$532 million Bridge Investment Program (BIP) grant.

6. COMMISSIONER, COMMITTEE REPORTS: None

7. ACTION ITEMS:

- a. **Approve Resolution No. 2024-25-8 Adopting Updated Employee Handbook** – Debbie Smith-Wagar, Finance Director, noted that the handbook has not been updated since 2018 and acknowledged that Patty Rosas and Jana Scoggins were instrumental in the recent updates to the handbook.

Motion: Move to approve Resolution No. 2024-25-8 adopting the updated employee handbook.

Move: Bieker

Second: Fox

Discussion: Concerns were raised and addressed regarding the benefits package, particularly related to the three floating holidays and value-based compensation. Additionally, a request was made to clarify on the comparison sheet that the insurance coverage includes both employee and family options.

Vote: **Ayes:** Chapman, Gehring, Fox, Sheppard, and Bieker

MOTION CARRIED

- b. **Authorize Negotiations with Tom Bacci, Kidder Mathews for Real Estate Services.** Greenwood discussed the hiring of a new real estate agent and sought the Commission's approval to enter into negotiations with Tom Bacci for a master service agreement and associated work orders. These agreements would be negotiated and presented to the Commission for final approval.

Motion: Move to authorize entering negotiations with Tom Bacci, Kidder Mathews, on a master services agreement and work orders.

Move: Sheppard

Second: Fox

Discussion: Commissioner Ben Sheppard emphasized the need for an agreement to be initially term-limited with no financial obligations for the Port at the end of that term. Greenwood highlighted Bacci's extensive experience and local government background.

Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

MOTION CARRIED

- c. **Approve 501(c)(3) Bylaws** – Smith-Wagar discussed creating a 501(c)(3) foundation to secure funding for projects, particularly an emergency resource center at the airport. Due to time constraints, former attorney Joanna Lyons-Antley was enlisted to draft the non-profit Bylaws. She confirmed that a generic purpose for the foundation could benefit both the waterfront and the airport while ensuring that funds are legally separate and transparently accounted for.

Motion: Move to approve Resolution No. 2024-25-9 to form a 501(c)(3) corporation.

Move: Bieker

Second: Gehring

Discussion: Commissioner Sheppard highlighted the importance of defining the management structure, considering whether to appoint an external board or have the current Commission oversee it, and emphasized the need for clear fee structures to prevent misuse of funds.

Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

MOTION CARRIED

8. **COMMISSION CALL:** None

9. **UPCOMING MEETINGS:** No Discussion

10. **CONFIRMATION OF DIRECTIVES:**

- a. On the handbook comparison sheet clarify that the insurance coverage includes both employee and family options.

11. **EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 6:21 p.m. to call the Commission into Executive Session under ORS 192.660(i) – Performance evaluations of public officers and employees.

12. POSSIBLE ACTION: The Commission was called back into Regular Session at 6:48 p.m. The Commission discussed the pay rate of the Executive Director, and the following action was taken as a result:

Motion: Move to approve a 2.1% CPI increase and a one-time bonus of \$10,000 for Kevin Greenwood, and to renew his Executive Director contract through September 30, 2027.
Move: Fox
Second: Gehring
Discussion: None
Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker
MOTION CARRIED

13. ADJOURN: The meeting was adjourned at 6:55 p.m.

ATTEST:

Signed by:

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Kristi Chapman, President

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Michael Fox, Secretary