
PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR REPORT – 09/16 TO 10/19

DATE: OCTOBER 20, 2026

Events Update:

- Coordinated and oversaw six (6) events
 - CycleCross Race
 - Bridge of the Gods Centennial Celebration
 - Take a Kid Mountain Biking Day
 - City Council Candidate Night
 - ODOT Historic Highway Advisory Meeting
 - a Celebration of Life
- Staged four (4) weddings
- Conducted four (4) venue tours
- Completed five (5) wedding walkthroughs with upcoming clients.
- Attended the SDAO Regional Training in Newport

Operations Update:

- Completed painting at House 1 / Museum.
- Handled inquiries and conducted interviews for the Toll Booth Supervisor position.
- Met with Son of Man at Flex 2 Suite 2 to discuss lighting and outdoor covered workspace options.
- Met with two contractors to solicit quotes for the Son of Man covered workspace project.
- Scheduled a boom lift for October delivery and created a multi-week work schedule for its use.

- Completed the scheduled light replacement in the Museum front office.
- Removed air conditioners from Houses 1, 2, and 3.
- Completed painting at House 2 and received the final billing.
- Completed deck painting at House 1.
- Executed monthly mowing at Cramblett Way and Pfriem.
- Finished yearly trimming of Marine Park annuals.
- Met with new Oregon Emergency Manager Katie Skakel and former Manager Charles Young regarding the transfer station and generator (no action needed).
- Spoke with Ixtapa and Oregon Lottery.
- Pressure-washed the exterior of Flex 3.
- Performed manual weed removal from the marina mouth using the work boat.
- Mounted and hung historical photos for the Main Street Organization centennial celebration.
- Corresponded with a Marina tenant regarding vessel removal.
- Discovered a short circuit tripping the 20-amp breaker on the Bridge of the Gods (BOG) navigation and aviation lighting.
- Attended a Teams meeting with Parsons Transportation regarding BOG lighting and joint repairs, followed by an on-site electrical system walkthrough.
- Collaborated with the City of Cascade Locks Light Department to trim trees over BOG and Toll House Park transmission lines, providing Port staff for cleanup.
- Solicited and received 2nd and 3rd quotes for both the Marine Park campground yurts and the Herman Creek Cove paving project/grant.
- Reached out to NW Precast for an update on the Marina restroom order.
- Met with the Events team to plan out project needs for the upcoming fall/winter season.
- Completed painting at House 3.
- Approved biweekly Gusto timesheets for Merina+Co.

Executive Director Update:

- Weekly Meetings
 - Rotary
- Monthly Meetings
 - Mid-Columbia Resiliency Quarterly Meeting
 - Port+Mayor Meeting
 - BiState Recreational Insight Meeting

- Provided oversight and supervision for Bridge of the Gods Centennial Celebration
- Participated in the Business Oregon Commission partner meeting and reception.
- Attended OPPA Conference.
- Participated in interviews for Toll Booth Manager.
- Joined the LCWF Grant Application call.
- Met with David and Dan to discuss bridge strategy and developments
- Welcomed Commissioner Leah Shannon of Port of Arlington for an introductory visit.
- Attended PNWA Conference.
- Met with Chief Logan regarding Riverview Drive vegetation– Recommendation is to thin the ground brush and thin trees to allow 10 feet of spacing.

Admin Update:

- Participated in the Business Oregon Commission visit, multi-agency partner meeting and tour, and Business Oregon Commission reception.
- Coordinated with Port leadership and government affairs representatives on current Port priorities.
- Worked with Merina+Co on the Port's AP/AR, payroll, and Gusto transition.
- Participated in Toll Booth Manager candidate interviews and related hiring activities.
- Continued development of the proposed RV park and Land and Water Conservation Fund grant application, including coordination with OPRD and AKS Engineering on project boundaries, site layout, parking, and design.
- Administered the next round of the Port's Economic Development Grant Program, including answering applicant questions, communicating deadlines and requirements, and following up on existing grant projects.
- Requested updated Cascade Locks economic data to assist the Commission with economic development priority-setting.
- Participated in the regional Experience Mt. Hood and the Gorge Wayfinding Strategic Plan workshop.
- Participated in regional recreation discussions and the Historic Columbia River Advisory Committee meeting.
- Provided the Oregon State Marine Board with updates on Cascade Locks boating access conditions.

- Coordinated Bridge of the Gods inspection and engineering documentation with Parsons in response to an insurance-underwriting request.
- Worked on the Port's cyber-insurance renewal and new cyber-coverage requirements for 2027.
- Attended SDAO regional training in Newport.
- Filed Q3 Lodging Tax.

Finance Update:

- Create and review journal entries for:
 - Flybook - events and camping system
 - Payroll
 - Month end entries to reconcile bank account
- Complete bank reconciliation and review.
- Reconcile PERS, and health insurance liability accounts.
- Help post Worldpay, Passport, and Flybook transactions.
- Reconcile BreezeBy payments from Port of Hood River.
- Review financial statements
 - Mark up and asked questions of the draft provided by the auditor
 - Review corrections
 - Prepare the MD&A for financial statements

Legislative Update:

- Coordinated elected official participation in the Bridge of the Gods Centennial celebration, including speakers, congressional office attendance, remarks, logistics, and follow-up.
- Continued meetings with Port leadership, commissioners, and consultants regarding the future of the Bridge of the Gods.
- Submitted Port priorities to PNWA ahead of its annual conference.
- Continued coordination with the Governor's office on Port priorities.
- Attended Business Oregon, MCEDD and POCL Commission meetings.