

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at 1110 Osprey Pointe Blvd., Suite 201., Pasco, WA 99301  
May 7, 2018 | 10:30 a.m.

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**CALL TO ORDER**

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Commissioner Ryckman called the meeting to order at 10:30 a.m.

**Present:** Commissioner Jean Ryckman, Commissioner Vicki Gordon, Executive Director Randy Hayden, Director of Airports Buck Taft, Director of Marketing and Economic Development Gary Ballew, Director of Finance Donna Watts, Director of Properties Mayra Reyna, Deputy Director of Airports Don Faley, Administrative Assistant Vicky Keller and Accountant Laura Donley

**Excused:** Commissioner Jim Klindworth, Port Counsel Dan Hultgrenn and Administrative Assistant Audrey Burney

**APPROVAL OF AGENDA**

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Commissioner Ryckman moved and Commissioner Gordon seconded to approve the agenda as presented. Motion carried.

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of April 26, 2018.
- b) Vouchers and Warrants #89888 - #89962 in the amount of \$777,372.98
- c) Container Terminal Pollution Insurance Renewal.
- d) Excused Commissioner Klindworth from meeting.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the consent agenda. Motion carried.

**ITEMS FOR ACTION/CONSIDERATION**

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**Osprey Pointe Land Use Designation** – Mr. Ballew stated that the City of Pasco proposed changing the land use designation of the Osprey Pointe and Marine Terminal waterfronts from Industrial to Mixed Residential/Commercial use. Mr. Ballew recommends pursuing the land use modification at Osprey Pointe at this time and postponing the land use change at the Marine Terminal for now.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to sign the letter to the City of Pasco, and make such testimony as may be needed during the City of Pasco Comprehensive Land Use Plan update process. Motion carried.

**Barge Terminal Dockage Agreement** – Mrs. Reyna presented and discussed the proposed Packaging Corporation of America (PCA) Dockage Agreement with Commission, which includes the requirement that PCA be responsible for repairing any damage that may occur to the barge slip pavement, as well as to obtain and maintain a Storm Water Permit to operate at the Barge Terminal.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to execute a 10-year dockage agreement with Packaging Corporation of America at the Container Barge Terminal, to include two 5-year options, at the rate of \$2,000 per barge for the first 4 barges per month, than \$1,500 for each additional barge, and allow staff to make minor changes, upon approval by the Port Attorney, as may be needed to finalize the Dockage Agreement. Motion carried.

## **ITEMS FOR DISCUSSION**

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**Financial Report** – Mrs. Watts presented and discussed the March financial report, and 2018 quarterly report with Commissioners.

**Delinquent List** – Mrs. Watts presented the current delinquent list and thanked Laura Donley for her ability to work with tenants to get them caught up on overdue rent.

**Tri-Cities Airport Parking Lot Revenue Audit** – Mrs. Watts performed an audit of Republic Parking and stated that they are paying the appropriate amounts in accordance with the contract.

**Taxiway Alpha Bids** – Bids received for the Taxiway Alpha Project came in approximately 7% over the engineers estimate due to the limited supply of P-209 rock that is a contract requirement by FAA. Staff is working with the FAA to determine if there would be sufficient funding to accommodate the overage in the bids.

### **Director Reports:**

1. Executive Director:
  - a. Presented and discussed the Washington Public Ports Association spring meeting committee agendas with Commissioners.
2. Airport Director:
  - a. Airport staff are working with Battelle to move the Hangar project forward.
  - b. The Tri-Cities Airport annual certification was completed and the Airport received zero discrepancies for the second year.
  - c. Alaska Airline enplaned 11,000 passengers in April. This is a good sign and shows that Alaska is bringing more seats back into the market. He expects enplanements to start rising with the start of the summer schedule.
  - d. A stakeholder's meeting is scheduled with the Airport, City of Pasco, WSDOT, Department of Commerce and the community to discuss land development north of the Airport.
3. Economic Development and Marketing Director:
  - a. Parametrix reported that Class A office rental in Bothel, Washington is about \$20 per square foot, which is comparable to the Tri-Cities
  - b. Amazon represents millions of square feet of office space in the Seattle region, enough that they can control the market. Amazon has recently stopped all expansion plans in response to the City of Seattle's proposed per employee head tax.
  - c. Public Market survey should be coming out soon.
  - d. The Osprey Pointe CAM rate structure has been shared with tenants at Osprey Pointe for review. The new rates will go into effect in 2019.
4. Properties Director:
  - a. Reported at the occupancy rates at Big Pasco warehouses are at 58%, Big Pasco buildings is 95%, Marine Terminal is 100% and Airport Industrial Park buildings are 100%

### **Commissioner's Reports:**

1. Commissioner Ryckman:
  - a. Attended the Connell Museum Dedication on Saturday. The turnout was good and the facilities are impressive and is worth a visit.

**ITEMS FOR INFORMATION/NO DISCUSSION**

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1. In accordance with Policy, the Executive Director executed a 30-year term land lease with Flying Auctioneer LLC for Hangar Lot #1 in the Airport Business Center, effective May 1, 2018 at the monthly lease rate of \$270.52.

**CALENDAR OF EVENTS**

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Commissioners and Staff discussed the calendar of events.

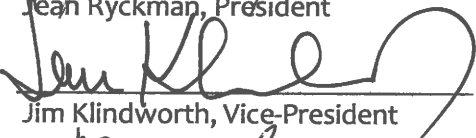
**ADJOURNMENT**


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The meeting adjourned at 11:24 a.m.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Jim Klindworth, Vice-President

  
Vicki Gordon, Secretary

