

PORT OF PASCO COMMISSION
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
January 08, 2015

CALL TO ORDER

The Commission President called the regular meeting to order at 10:30 a.m.

ROLL CALL

The following were:

Present: Commissioner Jim Klindworth, Commissioner Ron Reimann,
Commissioner Jean Ryckman, Port Counsel Dan Hultgren, Executive
Director Randy Hayden, Director of Finance and Administration Linda
O'Brien, Director of Airports Ron Foraker, Deputy Director of Airports
Buck Taft, Director of Economic Development & Marketing Gary
Ballew, Property Leasing Associate Mayra Reyna & Administrative
Assistant Audrey Burney

Guests: David Robison - Strategic Construction Management & Alan Dashen –
Dashen & Associates via conference call

APPROVAL OF AGENDA

Commissioner Reimann moved and Commissioner Ryckman seconded to approve the agenda. Motion carried unanimously.

CONSENT AGENDA

- a) Special Meeting minutes of December 04, 2014
- b) Regular Meeting minutes of December 08, 2014
- c) Special Meeting minutes of December 08, 2014
- d) Vouchers & Warrants – 82289 – 82372 in the amount of \$684,962.26
- e) Resolution 1398 Sale of Property no longer needed
- f) Resolution 1399 Governing reimbursement and payment of travel and other business expenses
- g) Battelle Hangar Electrical Control Box Project – Accept As Complete

Commissioner Reimann moved and Commissioner Ryckman seconded to approve the consent agenda as published. Motion carried unanimously.

FINANCIAL

November 2014 Financial Statement – Mrs. O'Brien discussed revenues and expenses.

RECESS

At 10:45 a.m., the regular meeting was recessed to conduct the Economic Development Corporation meeting. At 10:58 a.m. the regular meeting was reconvened.

FINANCIAL

Port Treasurer – Mrs. O'Brien introduced Mr. Dashen into the meeting via conference call. Mrs. O'Brien updated Commissioners on the research and meetings she has been involved with regarding the

possibility of the Port becoming our own Treasurer and options for investing the proceeds of the airport revenue bonds. Mr. Dashen provided an analysis of the investment options and stated that the private investment brokers and the County Treasurer all provided a flexible portfolio of investments that met state guidelines. Mrs. O'Brien will follow up with the County to inquire about banking options and will report back at the next Commission meeting.

Tenant Delinquent List – Mrs. O'Brien discussed the current delinquent list.

Resolution 1400: Authorizing officers to sign warrants prior to Commission approval – Commissioner Ryckman moved and Commissioner Reimann seconded to adopt Resolution 1400, authorizing officers to sign warrants prior to commission approval. Motion passed unanimously.

Commission Salary Update – Mrs. O'Brien reviewed the current Commission salary per Commissioner request and the last time commission compensation was updated was October 17, 2005. At that time the rate was set at \$800.00 per month. Applying the consumer price index of inflation from 2005 to 2014 to this amount would result in a new rate of \$967.34 per month. If Commission decides to increase the salaries, Mrs. O'Brien recommends rounding up to \$1,000 per month. This increase in additional compensation would only take effect at any subsequent re-election of an existing Commissioner or election of a new Commissioner. Commissioners asked staff to prepare a salary resolution for consideration at the next Commission meeting.

ENGINEERING AND CONSTRUCTION

Terminal Building Expansion Project – Mr. Robison updated Commissioners on the Airport Project and it is currently on schedule and within budget.

RECESS

At 12:04 p.m. Commissioner Klindworth recessed the meeting for fifteen minutes for lunch. At 12:20 p.m. the meeting was reconvened.

EXECUTIVE SESSION

At 12:20 p.m., Commissioner Klindworth announced that the board would go into executive session for thirty minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, and to consider the minimum price at which real estate will be offered for sale or lease, and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 1:00 p.m. the regular meeting was reconvened.

ECONOMIC DEVELOPMENT

Economic Development Marketing Report – Mr. Ballew showed a short clip of the demolition on M&M Bolt building. The demolition of the building by Three Kings was very fast and efficient and has enhanced the overall appearance of Osprey Pointe.

Osprey Pointe Lease/Pasco Chamber – Commissioner Ryckman moved and Commissioner Reimann seconded to authorize the Executive Director to execute the term lease with the Greater Pasco Area Chamber of Commerce for office space at 1110 Osprey Pointe Boulevard and take other actions as necessary to satisfy the terms of the lease. In providing the authorization, the Commission finds that the

Greater Pasco Area Chamber of Commerce is an economic development partner of the Port of Pasco and is an anchor tenant in Osprey Pointe. Motion passed unanimously.

ENGINEERING AND CONSTRUCTION

AIP-41, VOR Relocation Project – Mr. Taft reported that this project has been completed. The FAA still has its final inspections and project closeout to complete and it should be completed within the next four months. The amount of any funding reimbursement owed to the Port should be known within that time.

AIRPORT

Resolution 1396: Protection Tech – Mr. Foraker brought forward the Resolution regarding the needed hardware and software parking lot upgrades. The upgrade proposal invoice from Protection Tech is in the amount of \$47,500 plus tax. Commissioner Ryckman moved and Commissioner Reimann seconded to adopt Resolution 1396 authorizing the sole-source purchase of SKIDATA equipment for the fee register system at the Tri-Cities Airport from Protection Tech. Motion passed unanimously.

City of Pasco Interlocal Agreement for Airport Law Enforcement – Mr. Foraker informed Commissioners that the Executive Director signed an interlocal agreement between the City of Pasco and the Port of Pasco for enforcement of Pasco municipal codes, specifically, Title 9 which addresses, “Peace, Safety and Morals” creating misdemeanor and gross misdemeanor offenses and Title 10 “Vehicle and Traffic Regulations” governing regulations within City limits including Port owned and operated properties. Minor revisions drafted by Port Attorney Dan Hultgrenn were incorporated into the agreement prior to execution and recording of the agreement.

ARFF Contract – Mr. Foraker informed Commissioners that final details of the ARFF agreement will be worked out between the City and Port and will come back to one of our future meetings for approval and signature.

Director’s Report

1. Mr. Foraker informed Commission that the December passenger boarding’s are up five percent from last year, and that boarding’s year-to-date are up one percent compared to last year.
2. Mr. Foraker updated Commissioners that he has signed an agreement with Department of Agriculture, “Wildlife Services” in the amount of \$4209 for pigeon control. The City of Pasco and Burlington Northern Santa Fe each participate in the program to reduce pigeon populations and reducing the potential for aircraft ingestion.
3. Mr. Foraker informed Commissioners that he had a meeting with the Taxi Cab owners. He addressed a number of issues arising from driver interactions and un-business like behavior in public. He stressed that drivers will lose taxi operating privileges if misconduct continues.
4. Mr. Foraker reminded Commissioners and staff of the ACI-AAAE Legislative Meeting March 3 and 4th.
5. Mr. Foraker passed around an informational flyer prepared by Gary Ballew that will be handed out to parking lot patrons. The flyer identifies the credit card lot as a user friendly alternative to long term parking.

PROPERTY MANAGEMENT

Property Activity Report – Mrs. Reyna was able to answer any questions or concerns from the Commissioners.

GENERAL ADMINISTRATION

Resolution 1397 – Public Records Act Policy - Commissioner Ryckman moved and Commissioner Reimann seconded to adopt Resolution 1397, Port of Pasco Public Records Act Policy. Motion passed unanimously:

ITEMS NOT ON AGENDA

Mr. Hayden informed Commissioners that preliminary injunction filed to prevent the Corps of Engineers from beginning dredging operations on the lower Snake River was denied and that dredging operations are scheduled to begin next week.

Mrs. O'Brien informed Commissioners that the IRS mileage rates for 2015 are set at 57.5 cents per mile.

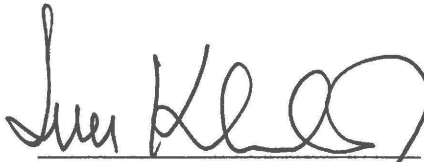
ADJOURNMENT

The meeting was adjourned at 2:16 p.m.

NEXT MEETING

Regular Commission Meeting – Thursday, January 22, 2015

Port of Pasco Commission:


Jim Klindworth, President

Ronald P. Reimann, Vice-President


Jean Ryckman, Secretary