

PORT OF PASCO COMMISSION
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
January 22, 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 – Conference Call, Commissioner Jean Ryckman, Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Director of Finance and Administration Linda O'Brien, Director of Airports Ron Foraker, Director of Properties and Development Sam Good, Deputy Director of Airports Buck Taft, Director of Economic Development & Marketing Gary Ballew, Business Manager Tara White, Executive Assistant Vicky Keller, and Administrative Assistant Audrey Burney

Guests: Steve Horton with Leibowitz and Horton – via conference call

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting minutes of January 08, 2015
- b) Vouchers & Warrants – 82373 – 82490 in the amount of \$1,414,365.56
- c) Warehouse 1 Bay 2 Demo – ACCEPT AS COMPLETE
- d) Bldg. T – 209, M&M Bolt Demo – ACCEPT AS COMPLETE
- e) Bond Payments
- f) Runway crack sealing project – ACCEPT AS COMPLETE

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

ENGINEERING AND CONSTRUCTION

Terminal Building Expansion Project: Concessions – Mr. Foraker informed Commission that items from the Florentyna's stock room have been relocated into a portion of the banquet room and Bouten Construction is building a wall to secure the items from customers. The stock room has been turned over to the contractor to accommodate future construction activities

Terminal Building Expansion Project: TailWind – Mrs. O'Brien outlined the lease Agreement with Tailwind LLC to provide concession services at the airport beginning September 1, 2015. The minimum annual guarantee amount is \$100,000 per year. Tailwind will invest \$1.44 million in construction of concession spaces including the kitchen, restaurant, drink bar, coffee bar, gift shop and public side food service areas. TailWind Concessions will be responsible for all equipment and maintenance to those areas. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the lease with Tailwind LLC as presented. Motion carried unanimously.

Airport Five Year Engineering Agreement – Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the five-year master agreement with JUB Engineers, effective January 1, 2015. The master agreement covers all miscellaneous engineering projects from planning to construction. Motion carried.

AIRPORT

Airport Liability Insurance – Commissioner Ryckman moved and Commissioner Klindworth seconded to accept Conover Insurance Company's proposal from National Union Fire Insurance Company of Pittsburgh for the renewal of the Airport Liability Insurance in the amount of \$59,045.00, which excludes terrorism coverage. Motion carried.

Director's Report

1. Mark Reis requested the Port of Pasco submit a letter of support for the Port of Seattle's Seattle to Tokyo service. They are the only airport in the Northwest that provides service to Tokyo's Haneda airport. Mr. Foraker has written and submitted a letter.
2. Mr. Foraker reported that the Port's Law Enforcement Officers have written several citations to drivers for blocking the cross walk into the Terminal Building. The Airport will be installing additional signage, adding traffic lane delineators to slow traffic down for safety of passengers being dropped off or picked up. Plans also include an article in the local newspaper.
3. Mead & Hunt has asked the Port to consider names and titles that should be listed on commemorative plaque planned for the opening of the terminal building.
4. Mr. Foraker had a discussion with the Big Cross running organization over the Christmas tree mulch used on the running/walking track near Road 36 and the FCID tailwater pond. There has been a safety question raised regarding the potential of tripping on larger limbs and branches.

FINANCIAL

Resolution 1401 – Commissioner Reimann joined this discussion via conference call. Commissioner Ryckman moved and Commissioner Reimann seconded to adopt Resolution 1401, adjusting Commissioner compensation to a \$1000 per month, with the increase applying only to re-elected Commissioners or new Commissioners. Motion carried unanimously.

Port Treasurer – Mrs. O'Brien informed Commissioners about the recent conversations she has had with the Franklin County Treasurer. After considering other options, Port staff believes that keeping Port investments with the Franklin County Treasurer is the best decision at this time. Staff will continue working with the Treasurer's office to move Port funds out of the state Local Government Investment Pool.

RECESS

At 11:40 a.m. Commissioner Klindworth recessed the meeting for five minutes for lunch. At 11:45 a.m. the meeting was reconvened.

EXECUTIVE SESSION

At 11:45 a.m., Commissioner Klindworth announced that the board would go into executive session for forty-five minutes to discuss with legal counsel representing the agency to consider the minimum price at which real estate will be offered for sale or lease. At 12:30 p.m. Mr. Taft on behalf of Commissioner Klindworth announced the meeting would be extended an additional 20 minutes. At 12:50 p.m. the regular meeting was reconvened.

ECONOMIC DEVELOPMENT

Mr. Ballew informed Commissioners that three firms that submitted statements of qualifications for the Connell dairy plant planning study being funded by the State Community Economic Revitalization Board (CERB). The Port has selected HDR for the work and they have begun working on the Contract.

Update: Connell Rail Interchange – Connell City Administrator Jed Crowther asked the Port for a letter of support and matching funds for a CERB planning grant to study enhanced rail access in Connell. The Port agreed to provide the letter and \$1,000 of matching funds.

ENVIRONMENTAL

Mr. Ballew informed Commissioners that the Port has not seen the results from the new treatment Pilot study being tested at the Marine Terminal. Hopefully next month the Port will be get results.

GENERAL ADMINISTRATION

Travel Policy – Mrs. O'Brien discussed the paragraph that was changed in the travel policy to allow for "economy comfort" seating on air flights lasting longer than one hour. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the travel policy with the changes as presented. Motion passed unanimously.

Resolution 1402 Declaring Surplus, Safety Kleen – Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1402 declaring the building at 814 E. Ainsworth surplus to the Port of Pasco. Motion carried unanimously.

iPad Tablets Implementation Plan – Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1403, establishing policies for Electronic Tablet Devices. Motion carried unanimously.

ITEMS NOT ON AGENDA

Ms. Good notified Commissioners that Waste Management has brought their signed lease.

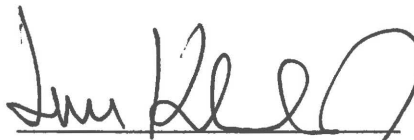
NEXT MEETING


Regular Commission Meeting – Thursday, February 12, 2015

ADJOURNMENT

The meeting was adjourned at 1:38 p.m.

Port of Pasco Commission:


Jim Klindworth, President


Ronald P. Reimann, Vice-President


Jean Ryckman, Secretary

