

PORT OF PASCO COMMISSION
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
February 26, 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 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, Director of Economic Development & Marketing Gary Ballew, Deputy Director of Airports Buck Taft and Administrative Assistant Audrey Burney

Guests: John Ray, and Kristi Pihl – Tri-City Herald

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting minutes of February 12, 2015.
- b) Vouchers & Warrants 82585 - 82719 in the amount of \$1,594,200.01.

Commissioner Reimann moved and Commissioner Ryckman seconded to approve the consent agenda with changes that will be made to the minutes. Motion carried unanimously.

FINANCIAL

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

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

ENGINEERING AND CONSTRUCTION

Osprey Pointe Tenant Improvements – Mr. Ballew informed the Commissioners that the Port of Pasco received eight responses for our request for bids for tenant improvements for the Pasco Chamber's office space at Osprey Pointe. Five of the bids met all requirements, of these bids, the price ranged from \$100,086 to \$129,668. The lowest responsible bid was from Banlin Construction of Kennewick, Washington in the amount of \$100,080.67 including tax and the additive alternate.

AIRPORT

Potential Short-term parking rates – Mr. Foraker informed the Commission that in an effort to ease passenger drop-off and pick-up congestion in front of the terminal building, staff has looked into allowing for an additional "free" time beyond the 25 minutes in the short term parking lot. After discussing with staff, several clauses were found in the agreement with Republic Parking that will prevent the Port of Pasco from extending beyond the 25

minutes, which in essence would change the existing rates. The annual dollar collection for the one hour rate over a one year period equals \$89,011. This is a large amount of revenue that will have a financial impact on Republic Parking and the Port of Pasco. Staff is recommending to the Commission that we leave the free time "as is" and we continue to educate the public through signage and media opportunities.

Director's Report

1. Mr. Foraker informed Commissioners that the lease termination agreement has been signed by Cindy Goulet and Executive Director Randy Hayden.
2. Mr. Foraker informed Commission that a Law Enforcement Officer at the airport tripped over a chock used by the airlines for parking of aircraft. This occurred last Friday, February 20, 2015 at 9:30 p.m. and the officer has a compound fracture on her arm.

PROPERTY MANAGEMENT

Chemical Waste Management of the NW Inc. – Ms. Good informed Commission that the Executive Director executed a land Lease with rail license, for a 1 year trial period with a lease value of \$46,680.00 for one year. The lease is for approximately 1.25 acres of land north of Crane St. and immediately west of SE Rd 21 plus 750 linear feet of rail on track #401.

ECONOMIC DEVELOPMENT

Port of Pasco Broker Policy – Mr. Ballew informed Commissioners that he has been working on the Broker Policy for the Port of Pasco. The intent of the revised Broker Policy is to bring the Port's standard fees and commissions in alignment with industry standards. This could lead to increased brokerage fees for the Port, but only if the policy is successful in encouraging brokers to bring clients to the Port. At Commission direction, Mr. Ballew will research broker rates paid by other Ports and report back to Commission.

HDR Agreement - Mr. Ballew updated Commissioners that an HDR Agreement has been executed to perform the Targeted Industry Analysis for locating a Dairy Processing Facility in Connell. The cost is \$67,000 and the distribution of costs are as follows: Community Economic Revitalization Board grant - \$50,000; Port of Pasco - \$10,000; City of Connell - \$2,500; and we will seek a \$4,500 planning grant from Hanford Area Economic Investment Fund Committee.

ITEMS NOT ON AGENDA

Mr. Ballew informed Commissioners that he will be traveling to Anaheim for a group meeting with site selectors. He will be meeting with specialty manufacturing firms and is hoping that they are interested in expanding their business to other areas.

Mr. Foraker reported that Mead & Hunt provided Amendment number one to their master agreement dated 2012. The amendment had the necessary FAA provisions required for financial reimbursement to the Port of Pasco. This did not have a financial impact on the Agreement. Commissioner Ryckman moved and Commissioner Reimann seconded to approve the amendment to the Mead & Hunt agreement. Motion carried unanimously.

RECESS

At 12:05 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 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 1:05 p.m. the regular meeting was reconvened.

ENGINEERING AND CONSTRUCTION

Osprey Pointe Lease with Pasco Chamber of Commerce – Based on the higher than expected costs for tenant improvements, Mr. Ballew presented a revised lease with the Pasco Area Chamber of Commerce. The revised lease term was extended by one year, the amount of Port funded improvements was increased to \$89,100 and improvement costs above that amount would be paid for by the Port and the Chamber, the ratio of which would be evenly split. Commissioner Ryckman moved and Commissioner Reimann seconded to authorize the Executive Director to enter into the revised lease with the Pasco Area Chamber of Commerce. Motion carried unanimously.

Osprey Pointe Tenant Improvements – Commissioner Reimann moved and Commissioner Ryckman seconded to authorize the Executive Director to award the bid for tenant improvements at Osprey Pointe to Banlin Construction Company of Kennewick, WA in the amount of \$100,080.67, including WSST and the additive alternate, after details on construction scheduling have been resolved to the Port's satisfaction. Motion carried unanimously.


NEXT MEETING

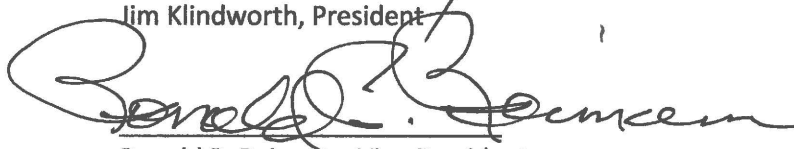
Regular Commission Meeting – Thursday, March 12, 2015.


ADJOURNMENT

The meeting was adjourned at 1:18 p.m.

Port of Pasco Commission:


Jim Klindworth, President


Ronald P. Reimann, Vice-President


Jean Ryckman, Secretary