

PORT OF PASCO COMMISSION
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
March 12, 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: David Robison – Strategic Management, Commissioner Brad Peck – Franklin County

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting minutes of February 26, 2015.
- b) Vouchers & Warrants 82720 - 82781 in the amount of \$338,020.33

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

FINANCIAL

January 2015 Financial Statement – Mrs. O'Brien discussed revenues and expenses.

ENGINEERING AND CONSTRUCTION

Terminal Building Expansion Project Update – Mr. Robison with Strategic Management updated Commissioners that the Tri-Cities Airport terminal expansion project is on track and he is not anticipating any delays. The water supply to the Airport Terminal Area will be shut off for an estimated four to eight hours beginning at 6 p.m. on March 25, 2015 to allow for new fire valves to be installed. The Port will be bringing in portable restrooms and wash stations to prepare for the water shut off.

Flight Information Display System – Mr. Foraker informed Commissioners that he and Mr. Taft are continuing to move forward on an RFP for a Flight Information Display System (FIDS). This system will display real time flight arrivals and departures, gate and baggage claim information along with cancellations, and delays the airlines are experiencing. Staff should have a recommendation to Commission in April after advertising.

AIRPORT

Director's Report

1. Mr. Foraker reported to the Commissioners that the month of February passenger boarding statistics increased by 3 percent over February 2014. Year-to-date total passengers increased by 3 percent.
2. Mr. Foraker informed Commission that we will be seeing additional flights added to the airline schedule for the upcoming summer season.
3. Mr. Foraker discussed his and Commissioner Ryckman's travels to Washington D.C. for the ACI/AEE Legislative conference. Mr. Foraker reported that TSA is trying to find funding to begin the design of the "Outbound Baggage System" in 2015 with construction scheduled for 2016. Staff and Commissioner Ryckman also spoke with Department of Transportation regarding the SCASD grant program.

PROPERTY MANAGEMENT

Vintners Logistics – This is a local logistics company that provides services to local wineries. They will be leasing Warehouse 6 Bay 4 located at 3499 East Ainsworth. The Port will be constructing a small office and restroom within that bay during their tenancy. The lease term is for eight months and it is a month-to-month for a maximum of three years. Lease value is \$81,694.04 per term of lease.

Property Activity Report – Ms. Good informed Commissioners of the activities that have been occurring at the Port of Pasco.

ECONOMIC DEVELOPMENT

Economic Development Report – Mr. Ballew handed out a sample of the general Port of Pasco banner that he will be displaying at the Latino Business Expo. The banner will be printed in English and Spanish; Mrs. Reyna translated the banner into Spanish to increase awareness of the Port to our Spanish speaking community. Mr. Ballew also announced that staff had a kickoff meeting for the dairy processing plant feasibility study.

Broker Policy – Mr. Ballew revised the sales compensation of the Port of Pasco broker policy per Commissioners recommendations. The revised policy modifies the sales commission for property at Osprey Pointe and the Marine Terminal. The revised policy also allows for special negotiation on complex deals. Commissioner Ryckman moved and Commissioner Reimann seconded to adopt the revised Use of and Compensation for Professional Real Estate Services Policy. Motion passed unanimously.

GENERAL ADMINISTRATION

Calendar of Events – Dates were discussed for the next two months.

ITEMS NOT ON AGENDA

Mr. Hayden announced to Commission that there will be a voluntary cleanup at the Big Cross trail to pick up any branches that may be a tripping hazard on March 14, 2015 at 10 a.m.

Mr. Hayden recapped that the Workshop is on March 20, 2015 at the Tri-Cities Airport at 10 a.m., topics for the meeting are the Strategic plan, 2015 Capital budget and Communications plan.

Mrs. O'Brien mentioned that Enduris is our main liability and property insurance company; they would like us to fill out a questionnaire and to let them know if we would like to continue with their services. Most companies send out questionnaires six months in advance of renewal date.

RECESS

At 12:15 p.m. Commissioner Klindworth recessed the meeting for fifteen minutes for lunch. At 12:30 p.m. the meeting was reconvened.

EXECUTIVE SESSION

At 12:30 p.m., Commissioner Klindworth announced that the board would go into executive session for one hour to discuss with legal counsel representing the agency to consider; the minimum price at which real estate will be offered for sale or lease, and 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. At 1:30 Mr. Taft announced on behalf of the Commission that executive session would extend 10 minutes. At 1:40 p.m. the regular meeting was reconvened.

NEXT MEETING

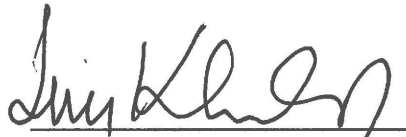
Special Commission Meeting – Friday, March 20, 2015

Regular Commission Meeting – Thursday, March 26, 2015.


ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

Port of Pasco Commission:



Jim Klindworth, President



Ronald P. Reimann, Vice-President



Jean Ryckman, Secretary

