

PORT OF PASCO COMMISSION  
Minutes of Regular Meeting of Port Commission  
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301  
May 11, 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 Properties Sam Good, Director of Economic Development & Marketing Gary Ballew, Deputy Director of Airports Buck Taft, Chief of Police Arthur Owen and Administrative Assistant Audrey Burney

Guests: Barry Gilk – Future Chief of Police, David Robison – Strategic Planning, Tim Dacey and Damon Smith – Mead & Hunt, Brad Peck – Franklin County.

**APPROVAL OF AGENDA**

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

**AIRPORT**

Ticket Counter Capacity – Mr. Tim Dacey and Mr. Damon Smith presented a few slides that show the existing space that would be remodeled into additional ticket counters and luggage belt if Commissioners allow that to be added to the terminal expansion project. Staff believes that since the airport is growing and airlines are adding additional flights the added ticket counter would help future growth. Commissioners liked the remodel concept, but would like to see some dollar figures before they make a decision.

Police Chief Position – Mr. Arthur Owen announced his retirement at the end of June 2015 and he introduced his replacement Mr. Barry Gilk. Mr. Gilk is presently a part-time Police Officer for Port of Pasco Police and a shift Lieutenant for Hanford Patrol. He will begin his full-time position as Port of Pasco Deputy Chief of Police on May 18, 2015 and will assume the Chief of Police position on July 1.

Use of Force Procedure – Mr. Arthur Owen informed Commissioners that the Port of Pasco Police Department has an extensive and thorough Use of Force Policy that is reviewed and updated yearly. Every Port Police Officer is required to review this procedure yearly and acknowledge that they have read and understand this policy. Mr. Owen also mentioned that he is not fond of calling this the "Use of Force." He believes that it is negative and he refers to it as "Continuum of Resistance". Mr. Owen is asking Commissioners if they would like to incorporate the "Continuum of Resistance" procedure into Port policy. Commission asked Mr. Owen to research if other airports with law enforcement personnel have a use of force policy. The topic will be brought back to Commission after Mr. Owen's research.

**ECONOMIC DEVELOPMENT**

Economic Development Marketing Report – Mr. Ballew informed Commissioners on his Economic Development travels and meetings. In addition, a group is working with the dairy industry in Franklin County to develop comprehensive plan amendments that would create a buffer around incorporated areas for dairy feed operations. This work is in response to concerns that a dairy processing facility could encourage the growth of dairies near the incorporated areas.

Meeting with Franklin PUD – Mr. Hayden informed Commissioners that Gary Ballew and he attended the Franklin Public Utility District Commission meeting to discuss economic development. Mr. Hayden mentioned to Commissioners that he would like to develop a committee similar to the CREATE team to focus on economic development. The current CREATE team includes the executives from the Port, City of Pasco, Franklin PUD and Pasco School District. The new committee would include Franklin County and elected officials from each entity. Commissioners agreed that it's a good idea to have one of them on the team, however, they have not made a decision in which Commissioner will be on the CREATE team.

## **ENGINEERING AND CONSTRUCTION**

Terminal Building Expansion Project Update – Mr. David Robison updated Commissioners on the schedule of the expansion project. The project is currently on schedule.

TailWind Concession Update – Mr. David Robison and Tim Dacey informed Commissioners that TailWind hired Mead & Hunt for planning the Concessionaire's space at the Tri-Cities Airport and Bouten Construction has put in a proposal to do the construction for TailWind's space. There appear to be budget shortfalls for the concession build out which staff is currently evaluating. More information will be presented at the next Commission meeting.

## **RECESS**

At 12:25 p.m. Commissioner Klindworth recessed the meeting for fifteen minutes for lunch. At 12:40 p.m. the meeting was reconvened.

## **EXECUTIVE SESSION**

At 12:40 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. At 1:40 p.m. the regular meeting was reconvened.

## **CONSENT AGENDA**

- a) Regular Meeting minutes of April 23, 2015.
- b) Vouchers & Warrants 83078 - 83144 in the amount of \$571,093.11.

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

## **FINANCIAL**

5100/127 CAT System FAA Report – Mrs. O'Brien informed the Commissioners that she has filed the Compliance Activity Tracking Report (5100-127) with the FAA to provide assurance that no revenues earned at the airport have been diverted from airport property.

## **ENGINEERING AND CONSTRUCTION**

MUFIDS Bids – Mr. Taft informed Commissioners that the Airport received six responses to the Multi-User Flight Information Display System (MUFIDS). The MUFIDS system will provide on time flight data and information throughout the new terminal building. He informed Commissioners that the MUFIDS was part of the Terminal Expansion Project; however, the Airport did not put it in the contractors' agreement, because staff wanted to make the final decision on the system.

## **AIRPORT**

Status of WA State Military Emergency Planning Agreement – Mr. Foraker informed Commission that he met with Mark Douglas from the Washington State Military Department, Division of Emergency Management on April 27, 2015. They

discussed the State's initiative to work with airports on catastrophic event planning. The major event they are addressing is the potential for a major earthquake along the Cascade Mountain range or the Cascadia Subduction Zone. Not knowing the magnitude or scale of damage, the State is planning now to provide a means for emergency response and to restore vital services. Airports on the eastside of the mountains likely would remain open and will be used for military transport of goods to stricken areas.

The State has prepared a Memorandum of Understanding (MOU) for each of the airport entities to acknowledge. Mr. Hultgrenn has reviewed the MOU, provided his comments and they are now with the State. Sixteen airports have signed and approximately another fifteen airports are in the process of signing or have on-going negotiations. Commissioners have asked to bring this agenda item back to the next meeting, hoping the State has agreed to the changes that Mr. Hultgrenn has made.

Airline Conference Review – Mr. Foraker informed Commissioners on his and Carl Adrian's recent trip to the Sixel Conference in San Luis Obispo, CA. They met with route planners from seven airlines including United, Alaska, SkyWest, SeaPort, Buzz, PenAir and American Airlines.

Mr. Foraker mentioned that there is an industry-wide problem pending. Pilots are retiring and there are fewer younger pilots getting trained. This is the reason the airport staff is noticing limited flights to San Francisco and to Minneapolis. Airlines are taking it upon themselves to set up pilot training programs. Mr. Foraker believes that this was a very good meeting, but he didn't get the expected level of interest from American Airlines that they were anticipating for new daily service to LAX.

Car Rental Agreements – Mr. Foraker informed Commissioners that the current rental agreements expire on 10/31/2015. Due to the terminal project and needing to plan on the locations of the car rental companies in the new spaces, Port Staff and Lynn Leibowitz have started the RFP process for the next rental car agreements (2015 – 2018).

#### Director's Report

1. Mr. Foraker informed Commissioners that he and Spencer Montgomery from JUB attended the recent Franklin County Planning Commission meeting to provide comments on the proposal to add 80 acres at the end of runway 12 to the City of Pasco's Urban Growth Area. Mr. Foraker testified that the proposal generally complied with the airport's land use protection plan, but that there were 5 acres that fell into a protected zone. The Planning Commission agreed to remove the 5 acres from the UGA request.
2. Mr. Foraker informed Commission that TSA & Red Cross will do a blood drive on May 12, 2015 in the Bloodmobile in the short-term parking lot.
3. Mr. Foraker reported that April 2015 enplanements are up seven percent from last April of 2014, and 4% year-to-date.

### **PROPERTY MANAGEMENT**

Commissioner Ryckman moved and Commissioner Reimann seconded to authorize the Executive Director to execute a revised lease with Scoular Company allowing them to terminate the lease any time after five full years only if Lessee moves all of its operations and business outside the Tri-Cities area, defined as a 50 mile radius around the leased premises. Motion passed unanimously.

Commissioner Reimann moved and Commissioner Ryckman seconded to accept the Army Corp of Engineer's proposal for the Port to purchase the 4.6 acres of surplus land surrounding the Wagenaar Army Reserve Center, including the shop building, for \$220,000. Motion passed unanimously.

Pasco School District – has been leasing property at the Tri-City Airport Industrial Park for many years under various leases. Due to the growth of students, the District needs to add about five new buses to their fleet annually. With this lease, they can expand to add enough new area to accommodate those new buses. This is a new Land Lease for two acres south of the existing bus parking area and adjacent to the airfield with a Lease value for 12 years in excess of \$105,900.48.

All Seasons Contractors, LLC – Lease renewal is for a tenant that has been at the Tri-Cities Airport since 2010. The company was purchased by Global TRAC, LLC and in order to get a business license they needed to have the lease in their name. This lease is for Building #141, located at 3409 Stearman Avenue and includes the attached fenced yard of approximately .8 acres.

Tri-City Delivery Inc. – This is an exercise of option for the building that is located on the Dock at the Marine Terminal for a period of one year. This is a 4,750 square foot building that is in good condition, but this lease does not include the adjacent wooden dock. The tenant leases a smaller building at the Marine Terminal, but his business has expanded and he has leased this building in addition to his original location. The proposed lease rate is \$1,320.98/month, for three years. Lease value is \$15,851.76 per year.

Crane Maintenance – Ms. Good informed Commissioners of the annual crane maintenance.

Property Activity Report – Ms. Good reported to Commissioners regarding the monthly property department activity report.

#### **GENERAL ADMINISTRATION**

Calendar of Events – Dates were discussed.

#### **ITEMS NOT ON THE AGENDA**

Executive Director Randy Hayden informed Commissioners that Kristen Meira, Executive Director of PNWA, will be making a presentation to the Council of Governments board Friday at noon.

Mrs. O'Brien reported that the legislature has passed the new per diem rates and the rates will begin on July 27, 2015.

Ms. Good informed Commissioners that she has not received the new lease from Panda Holdings.

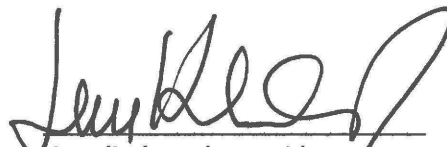
#### **NEXT MEETING**


Regular Commission Meeting – Thursday, May 28, 2015.

#### **ADJOURNMENT**

The meeting was adjourned at 2:32 p.m.

Port of Pasco Commission:

  
Jim Klindworth, President

  
Ronald P. Reimann, Vice-President

  
Jean Ryckman, Secretary