

PORT OF PASCO COMMISSION  
Minutes of Regular Meeting of Port Commission  
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301  
May 28, 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 Airport Ron Foraker, Director of Finance and Administration Linda O'Brien, Director of Properties Sam Good, Director of Economic Development & Marketing Gary Ballew, and Administrative Assistant Audrey Burney
Guests:	Carl Adrian - TRIDEC

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

- a) Regular Meeting minutes of May 11, 2015.
  - b) Vouchers & Warrants 83145 - 83253 in the amount of \$2,864,938.72.
  - c) Certificate of Completion: Big Pasco Industrial Center Building 901 at 814 E Ainsworth.
- Commissioner Ryckman moved and Commissioner Reimann seconded to approve the consent agenda. Motion carried unanimously.

**FINANCIAL**

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

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

**ENGINEERING AND CONSTRUCTION**

MUFIDS Bids – Mr. Foraker informed Commission that on May 1, 2015 the Port received six responses to its Multi User Flight Information Display System (MUFIDS) RFP. The system will provide passengers with flight information at the terminal and on the website, baggage information in the baggage claim, gate information at the individual gates, specific flight information at the airline ticket counters as well as flight tracking monitors and weather information. Staff member's reviewed and scored each of the responses and selected INFAX, Inc. of Duluth, GA. Their system is located at numerous similar and larger sized airports throughout the country. Commissioner Reimann moved and Commissioner Ryckman seconded to award a contract to INFAX, Inc. in the amount of \$237,721.77. Motion passed unanimously.

## **ECONOMIC DEVELOPMENT**

2015 TRIDEC Work Plan – Mr. Ballew welcomed Carl Adrian from TRIDEC. Carl Adrian informed Commissioners and Port staff on TRIDEC's 2014 accomplishments and current 2015 activities. Their work plan for business recruitment is identifying and attracting companies to Benton & Franklin Counties. They are creating marketing strategies and plans for example FABREO (Food & Beverage Retention & Expansion Opportunities) that look to grow existing businesses as well as recruit new businesses.

## **AIRPORT**

SCASD Grant – Mr. Foraker informed Commissioners that SkyWest Airlines provided a letter of support regarding air service to Los Angeles, providing the Port of Pasco Tri-Cities Airport is awarded a SCASD Grant to help cover start-up expenses. Mr. Foraker reported that as a result of receiving this letter, Port staff will begin the SCASD grant application. The application is due at the end of June 2015.

## **ENGINEERING AND CONSTRUCTION**

Concession Update – Mr. Hayden informed Commissioners that Tailwind's required investment for the Tenant improvements is \$1,448,550. Tailwind has indicated that \$750,000 will be needed for furniture and equipment, leaving \$708,550 for Contractor construction improvements. After multiple conversations and meetings, Port staff is recommending to the Commission that the Port pay for the building infrastructure costs that are more typically provided by the building owner:

- Provide electrical service to the space including rough-ins to point of connection
- Provide HVAC service within the spaces leased by Tailwind.
- Provide plumbing service to the space

The approximate costs will be approximately \$351,000.00. Tailwind will be responsible for the costs of completing the rest of the tenant improvements.

## **RECESS**

At 12:00 p.m. Commissioner Klindworth recessed the meeting for fifteen minutes for lunch. At 12:15 p.m. the meeting was reconvened.

### Director's Report

1. Mr. Foraker informed Commissioners that he wrote a letter to David Suomi, Deputy Director of the Northwest Region regarding the FAA VOR project. Indications are that the Port will be receiving approximately \$800,000 from the FAA for the VOR project. After the FAA closes the project out, the remaining balance will also be sent to the Port.
2. Mr. Foraker informed Commission that a Hangar tenant of Rockwell Street and Stearman Ave has endured water inside his hangar during the two recent rain and thunderstorms. The tenant has had Zion Restoration come out to pick up water from the flooring and carpeted areas. Mr. Foraker has also asked JUB Engineers make a recommendation to prevent further storm water from reaching the hangar.
3. Mr. Foraker reported that TSA will officially begin pre-check service at the Tri-Cities Airport, June 1<sup>st</sup>. The trial period started a few weeks ago and TSA found that approximately 40 percent of the passengers on the early morning flights are registered for the pre-check service. Mr. Ballew wrote a press release and it will be sent to the media on Friday, May 29, 2015.

4. Mr. Foraker informed commission that Mr. Taft has been working with FAA Engineer, Kevin Laschaw on the AIP 43 grant regarding the passenger loading equipment and apron foundation work. Application has been sent to the FAA.
5. Mr. Foraker reported that Mr. Owen has been in contact with other airport law enforcement agencies regarding the "Use of Force" procedure/policy. Their responses have been that "Use of Force" is a procedure. The Port will continue to administer our Use of Force protocols as a procedure.

#### **PROPERTY MANAGEMENT**

Peterson Land Lease – Mr. Peterson entered into a land lease with the Port on November 1, 2013. He owns a hangar on the Property, and has since formed JDK Hangar Owners LLC with the other aircraft owners storing their aircraft in his hangar. He has requested the lease be assigned from his name into JDK Hangar Owners LLC. Proposed leased rate is \$489.35/month, term is ten years, and lease value is \$58,722 for the term of the agreement.

Panda Holdings – Six month lease with Panda Holdings is executed and in effect as of May 16<sup>th</sup>, proposed lease is \$6,715.26 for six months and, lease term ends November 15, 2015.

Scoular – The lease with Scoular Company was executed on Wednesday, May 20<sup>th</sup>. Published rate is \$2,349.67/month; lease value for seven years will be in excess of \$197,372 due to CPI adjustments in year 6. Pro-rata share of operating expenses over seven years is estimated to be at least \$43,988.77.

#### **TRANSPORTATION**

Ecology Update – Mr. Hayden reported that he and Jim Darling met with Ecology Staff in Spokane on May 14, 2015 to discuss the results of the most recent pilot study for the Marine Terminal Cleanup and the Port's desire to begin redeveloping the site. Ecology has not finished reviewing the study, so they were not able to answer if Monitored Natural Attenuation would be allowed or not. However, they did mention that other sites using similar treatment saw only limited results in the first six months, with more substantial results in the next six months. Indication seems to be that if our pilot study showed any level of enhanced cleanup at the site, Ecology would likely require the Port to provide at least another six months of treatment monitoring. Mr. Hayden mentioned that it is staff's hope that Ecology will reach a similar conclusion on the lack of effectiveness of the pilot study.

#### **GENERAL ADMINISTRATION**

Calendar of Events – Dates were discussed.

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

Mr. Hayden reported that he met with the Pasco City Council and Saul Martinez will become a member of the Economic Development team that Mr. Hayden is developing. Mr. Hayden will also be meeting with Franklin County. Commissioner Reimann has agreed to participate in the Economic Development team as the Port elected representative.

Mr. Hayden informed Commission that the TSA Grant was denied. However, Senator Cantwell has commented to the TSA Director and asked why the Tri-Cities Airport was denied the Grant.

Ms. Good reported that she received all required documents for the Scoular lease and issued the notice to proceed to the contractor for suite 102 Tenant Improvement project. Construction should be completed by August 31st and the tenants will be able to move in.

Ms. Good reported that she attended the USACE Extended Lock Closure meeting in Port of Morrow and the impacts that will be occurring not just to the dams, but also the Company's that utilize the river system.

#### **EXECUTIVE SESSION**

At 2:15 p.m., Commissioner Klindworth announced that the board would go into executive session for 15 minutes to discuss with legal counsel representing the agency potential litigation; and reviewing the performance of a public employee. At 2:30 p.m. the regular meeting was reconvened.

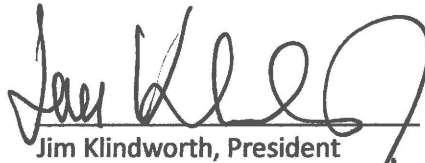
#### **NEXT MEETING**

Regular Commission Meeting – Thursday, June 11, 2015.

#### **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

Port of Pasco Commission:



Jim Klindworth, President



Ronald P. Reimann, Vice-President



Jean Ryckman, Secretary