

**PORT OF PASCO COMMISSION**  
**Minutes of Regular Meeting of Port Commission**  
**Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301**  
**June 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 Airport Ron Foraker, Director of Finance and Administration Linda O'Brien, Director of Properties Sam Good, Deputy Director of Airports Buck Taft, Director of Economic Development & Marketing Gary Ballew, 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 May 28, 2015.
- b) Vouchers & Warrants 83254 - 83337 in the amount of \$554,148.51.
- c) Switch Gear Panel Project Accept as Complete.

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

**FINANCIAL**

Positive Pay – Mrs. O'Brien reported that the Port will continue with the Positive Pay program with the Franklin County Treasurer office and it has been a positive experience. The Franklin County Treasurer's office will offer this program to other clients.

**ECONOMIC DEVELOPMENT**

Economic Development Report – Mr. Ballew briefed Commissioners that work continues to develop the new Tri-Cities Airport website flytricity.com and that the redesigned web site will combine functionality, with a great look and place an emphasis on the communication strategy for the airport.

## ENGINEERING AND CONSTRUCTION

Project Update – Mr. Foraker, Mr. Robison and Mr. Taft presented construction pictures of the Tri-Cities Airport Terminal Expansion project and stated that the project is on schedule and on budget. However, overtime for the construction crew maybe needed for the new concessionaire to takeover beginning September 1, 2015.

Concession Update – Mr. Robison reported that Mead & Hunt provided Tailwind with 90% construction drawings during the week of June 1 for the buildout of Tailwind concession areas. Tailwind selected Bouten Construction as their general contractor for the build-out, and they have a letter of intent in place to keep the project moving forward. The infrastructure items that are permanent fixtures that Commissioners and staff agreed to support the costs of include electrical, HVAC and plumbing services to the concession areas will not exceed \$351,000.

## AIRPORT

SCASD Grant – Mr. Foraker reported to Commissioners that Staff has put in a lot of work with contacting entities that were listed in the SCASD “Grant Worksheet” handed out at the last meeting. Executive Director Randy Hayden and Director of Marketing Gary Ballew stated that TRIDEC, Visit Tri-Cities, City of Pasco, City of Richland, and the Tri-City Chamber are committed to provide some dollars toward the SCASD grant. In addition Commissioner Brad Peck with Franklin County attended our meeting and reported that the Franklin County Commission approved allocating \$25,000 toward the SCASD grant to support economic development in the county. A meeting is also being arranged with Benton County.

Mr. Ballew reported that BHW-1 and staff have also developed a website that allows businesses to provide information on what the LAX flight will mean to them individually or as a company, and an opportunity to financially participate. Using an electronic form will allow the use of social media and other electronic outreach efforts. Survey results will support the SCASD Application.

### Director's Report

1. Mr. Foraker informed Commissioners that we have been awarded the AIP 43 grant in the amount of \$2,482,579.
2. Mr. Foraker informed Commission that the VOR Reimbursement in the amount of \$972,250 will be here in a few weeks.
3. Mr. Foraker reported that the FAA through Congressional Action is examining major changes to the Nation's Airspace system including Air Traffic Control Towers and TRACON facilities such as the ASR-9 Radar installation at Pasco. The action could reduce the number of facilities and/or consolidate them. The FAA will look to consolidate a number of eastern Washington airport TRACONS and remote them to Spokane, Portland, or Seattle. A six month study that will get underway this summer will determine the future of those facilities. It is likely that our approach radar will go to Seattle, Portland or Spokane where it can be staffed 24 hours a day. Franklin County Commissioner Brad Peck commented that, as a local pilot, he is concerned that ATCT services would deteriorate under consolidation and that approach control being worked from another facility would not provide attention needed for safe navigation.
4. Mr. Foraker informed commission that he requested JUB Engineers to look at the current public parking situation and to review plans that would add a third exit lane. The airport has experienced two Airbus 320's that land within 15 minutes of each other and have 150 passengers each. This has created a backup in the parking lot requiring patrons to pay beyond

the free 25 minutes because of the wait. The airport has received a number of complaints, in regard to the wait time.

5. Mr. Foraker reported that Mr. Arthur Owen's retirement party is June 30<sup>th</sup> from 9 a.m. to 11:30 a.m. at the Tri-Cities Airport.
6. Mr. Foraker reported May 2015 enplanements are down 2 percent which is a decrease of 481 passengers, however year to date it is a 3 percent increase over last year which is an increase of 3,210 passengers.
7. Mr. Foraker informed Commissioners that the Airport is still in negotiations with the WA state Military Emergency Services Department and their catastrophic event initiative.

#### **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 Twenty 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 1:00 Mr. Taft announced on behalf of the Commission that executive session would extend 10 minutes. At 1:10 p.m. the regular meeting was reconvened.

#### **PROPERTY MANAGEMENT**

Foster Wells Parcel 12 – Commissioner Ryckman moved and Commissioner Reimann seconded to accept the offer of \$418,250 from Volm Companies for the purchase of Lot 12 in the Foster Wells Business Park subject to approval of the Purchase and Sales Agreement. Motion passed unanimously.

Inland Empire Distribution System – Current tenant that requested an increase from 21,600 square feet to 32,400 square feet in the warehouse they currently occupy, warehouse 6, bay 1. The lease value is \$110,030.40 per year.

Jordan Custom Design & Mechanical – Current tenant that has increased their space by 1,200 square feet for one month. They will revert back to their original leasehold size of 6,000 square feet in the SW corner of the warehouse 3, bay 1. This is a month to month lease; lease value is \$20,188.56 per year.

#### **ENVIRONMENTAL**

FEMA Floodplain Revision – Mr. Ballew and Mr. Hayden reported that the Port recently received notice from the Federal Emergency Management Agency (FEMA) that the portion of Osprey Pointe in the 100 year Floodplain has been removed from that designation. The re-designation is part of an ongoing effort to make the Osprey Pointe area ready for development. Permit Surveying has been performing the work, and will include recording the release of the Corps of Engineering flowage easement that was directed by the 2007 Water Resource Development Act.

#### **GENERAL ADMINISTRATION**

Calendar of Events – Commissioners changed the date of the Commission workshop from June 8, 2015 to July 6, 2015 starting at 12:30 p.m.

#### **EXECUTIVE SESSION**

At 1:45 p.m., Commissioner Klindworth announced that the board would go into executive session for ten minutes to review the performance of a public employee. At 1:55 p.m. the regular meeting was reconvened.

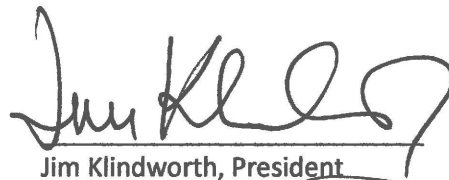
#### **NEXT MEETING**

Regular Commission Meeting – Thursday, June 23, 2015.

#### **ADJOURNMENT**

The meeting was adjourned at 2:00 p.m.

Port of Pasco Commission:

A handwritten signature in black ink, appearing to read "Jim Klindworth".

Jim Klindworth, President

A handwritten signature in black ink, appearing to read "Ronald P. Reimann".

Ronald P. Reimann, Vice-President

A handwritten signature in blue ink, appearing to read "Jean Ryckman".

Jean Ryckman, Secretary