

**PORT OF PASCO COMMISSION**  
**Minutes of Regular Meeting of Port Commission**  
**Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301**  
**July 23, 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 & Administration Linda O'Brien, Director of Properties Sam Good, Deputy Director of Airports Buck Taft, Business Manager Tara White, and Executive Assistant Vicky Keller
Excused:	Director of Economic Development & Marketing Gary Ballew

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

- a) Special meeting minutes of July 6, 2015
- b) Regular meeting minutes of July 9, 2015.
- c) Vouchers & Warrants 83520 - 83641 in the amount of \$592,080.77.
- d) T-107A Re-Roofing Project accept as complete.
- e) Semi-Annual Bond payment.
- f) Taxiway A Pavement Maintenance Project accept as complete.

Commissioner Ryckman moved and Commissioner Reimann seconded to approve the consent agenda with the correction as stated to the Regular minutes of July 9, 2015. Motion carried unanimously.

**FINANCIAL**

June 2015 Financial Statement – Mrs. O'Brien discussed the revenue and expenses.

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

Travel Policy – Mrs. O'Brien presented a revised Travel Policy for Commission consideration. Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt the Port of Pasco Travel Policy as presented with the requirement that it be revisited in one-year. Motion carried unanimously.

Bond Payment – Mrs. O’Brien informed Commissioners that the Port of Pasco has authorized Franklin County to transfer \$643,411.75 from the Port General Fund into the 2010 and 2012 Bond funds to make the Bond payment on August 1, 2015.

### **ECONOMIC DEVELOPMENT**

Economic Development Opportunity Fund – Mrs. O’Brien stated that with recent and expected sale of lands and FAA reimbursement there is currently \$1.3M of available funds to transfer into the Commission established Economic Development Opportunity Fund. Per staff recommendation, Commissioner Ryckman moved and Commissioner Reimann seconded to approve the transfer of \$1.3M into the Economic Development Opportunity Fund as the funds are available. Motion Carried unanimously. The transfers to the EDOF will occur as follows: \$150,000 from The Rock Placing Company land sale; \$400,000 from the pending land sale to the Volm Company; and, the transfer of \$750,000 from the VOR repayment expected to occur soon.

### **ENGINEERING AND CONSTRUCTION**

Terminal Building Expansion Project, Concessions Change Order – Mr. Robison prepared a memo informing Commissioners that the Port of Pasco Change Order #5 for Concessions infrastructure in the amount of \$349,702 did not include sales tax. Adding the sales tax amount of \$30,074.20 increases the amount of the change order over the Commission approved amount of \$351,000. Mr. Robison will work with Bouten Construction and Tailwind Concessions to determine if there will be any cost savings from their portion of the concessions construction that can be applied to offset the tax amount.

### **AIRPORT**

AIP-43, Terminal Apron & Passenger Loading Bridge – Per staff recommendation, Commissioner Reimann moved and Commissioner Ryckman seconded to enter into AIP Grant Agreement No. 3-53-0046-043-2015, and authorize the President to execute said Grant Agreement on behalf of the Port of Pasco. Motion carried unanimously. The Grant is in the amount of \$1,957,702 for reconstruction of the terminal apron and for the acquisition and installation of a passenger loading bridge.

### **PROPERTY MANAGEMENT**

Old Navy Tower Lease – Per staff recommendation, Commissioner Ryckman moved and Commissioner Reimann seconded to approve a 5-year lease with Pacific Northwest Aviation Museum and Historical Association in the amount of \$300.36 per month for the first floor of Building 72 at the Tri-Cities Airport. Motion carried unanimously.

Tri-Cities Airport Rental Car Concessions Operations – Mr. Foraker reported that three car rental agencies submitted bids to operate onsite at the Airport. The core conditions of the Car Rental Agreement are: 1) A lease rate of \$56.26/sf/yr for terminal counter/office space; 2) 10% of gross sales, or a minimum annual guarantee, whichever is greater; 3) Rate fee of \$60/parking stall/month; and, 4) Operators must secure the agreement with 25% of the MAG they submitted for the RFP process, which is an industry standard. Based upon staff recommendation, Commissioner Reimann moved and Commissioner Ryckman seconded to approve the Tri-Cities Airport Rental Car Concession Operations Agreement, effective 11/1/15-10/31/18 with Avis/Budget, National/Alamo and Enterprise with the core

conditions as outlined. Motion carried unanimously. A second RFP will be advertised to fill a fourth Rental Car Concessions space.

Resolution 1409 – Port of Pasco Base Lease Rates – Per staff recommendation, Commissioner Ryckman moved and Commissioner Reimann seconded to approve Resolution 1409, setting forth Port policy regarding the lease rates, incentives and related policies of the Port of Pasco. Motion carried unanimously.

#### **RECESS**

BPIC Tenant Appreciation BBQ – At 11:30 a.m., Commissioner Klindworth announced the meeting would recess until 1:15 p.m. to attend the Big Pasco Industrial Center annual tenant appreciation BBQ. At 1:15 p.m. the regular meeting was reconvened.

#### **AIRPORT – cont.**

##### Director's Report

1. Mr. Foraker reported that an agreement has been entered into with Leibowitz and Horton in an amount not to exceed \$17,208.00 to prepare a second Request for Proposal to solicit for a fourth car rental operator at the Tri-Cities Airport.
2. Mr. Foraker reported that the Tri-Cities Airport submitted the SCASD Grant application to the Department of Transportation. Grant awardees will be announced in late September.
3. Due to persistent maintenance issues, staff is researching other alternative revenue parking control systems that could replace the SKIDATA system currently used at the Tri-Cities Airport Long- and Short-term parking lot.

#### **GENERAL ADMINISTRATION**

Resolution 1410, making a change to the second meeting in August – Commissioner Reimann moved and Commissioner Ryckman seconded to approve Resolution 1410 changing the start time of the August 20, 2015 Commission meeting to 9:00 a.m. Motion carried unanimously. The meeting will be held in Connell, WA.

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

1. Mr. Hayden reported that he is meeting with solar experts to better understand the benefits and installation requirements of solar array projects.
2. Mr. Foraker stated that the Chief Financial Officer at Alaska Airlines, Andrew Harrison is the guest speaker at the September 10, 2015 TRIDEC membership lunch.
3. Ms. Good stated that the company interested in leasing the Parson's office building notified her that the bid award has been pushed back to January 2016.
4. Commissioner Reimann suggested that the Port look at the market demands for smaller buildings and if it would be cost effective to utilize dollars of the Commission restricted Economic Development Opportunity Fund to construct buildings or purchase land.
5. The 75<sup>th</sup> Anniversary celebration will occur on August 21, 2015.

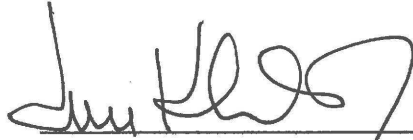
### NEXT MEETING

Regular Commission Meeting – Thursday, August 6, 2015.

### ADJOURNMENT

The meeting was adjourned at 2:28 p.m.

Port of Pasco Commission:



Jim Klindworth, President



Ronald P. Reimann, Vice-President



Jean Ryckman, Secretary