

PORT OF PASCO COMMISSION
Minutes of Regular Meeting of Port Commission
Held at Michael Jays Restaurant, 710 S. Columbia Ave, Connell, WA 99326
August 20, 2015

CALL TO ORDER

The Commission President called the regular meeting to order at 9:05 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 Airports Ron Foraker, Director of Finance & Administration Linda O'Brien, Director of Properties Sam Good, Director of Economic Development Gary Ballew, and Administrative Assistant Audrey Burney
Excused:	Deputy Director of Airports Buck Taft
Guests:	Collin Hastings – Pasco Chamber of Commerce

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular meeting minutes of August 06, 2015.
- b) Vouchers & Warrants 83699 - 83822 in the amount of \$2,678,448.33.
- c) Stearman Ave Storm Drain Collection

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

FINANCIAL

July 2015 Financials – Mrs. O'Brien discussed the July 2015 financials and answered any questions from Commissioners.

Tenant Delinquent List – Mrs. O'Brien discussed and answered questions from Commissioners regarding the tenant delinquent list.

Preliminary Budget – Mrs. O'Brien provided copies of the preliminary budget to the Commission. There will be copies made available to anyone who would like to view them on the website and at the front desk at the Port of Pasco. Commissioner Ryckman moved and Commissioner Reimann seconded to approve the preliminary budget as presented. Motion carried unanimously.

GENERAL ADMINISTRATION

Ag Hall of Fame – Mr. Colin Hastings attended the meeting to update the Port Commissioners about the 2016 Ag Hall of Fame put on by the Pasco Chamber. He asked Commissioners if the Port is still interested marketing the Port of

Pasco at the Ag Hall of Fame. Commissioners agreed and will have Executive Director Randy Hayden approve an agreement.

RECESS

At 11:05 a.m., Commissioner Klindworth recessed the meeting for five minutes. At 11:10 a.m. the meeting was reconvened.

GENERAL ADMINISTRATION

Tour of Connell properties – Commission and staff toured economic development projects in Connell, including the murals used to enhance downtown Connell and the area of the potential expanded Columbia Basin Rail and BNSF rail exchange south of Connell.

RECESS

Commissioner Klindworth recessed the meeting at 12:00 p.m. for thirty minutes for Lunch. At 12:30 the meeting was reconvened.

ENGINEERING AND CONSTRUCTION

Terminal Building Expansion Project: Project update – Mr. Foraker reported the updates on the Tri-Cities Airport Project and the schedule for the Airport Phase 1 opening, ribbon cutting at 1 p.m., and community tours from 4:00 to 6:00 p.m. on September 8, 2015. Mr. Foraker also presented updated construction pictures to Commission.

Temporary Concession Seating Layout – Mr. Foraker reported that Mead & Hunt and Bouten Construction are continuing to work on the final cost estimates for Tailwind to provide temporary service for a small bar and customer seating area while Phase II is under construction. The kitchen and “grab n go” counter should be complete and open to the public by October 20th.

AIRPORT

JUB Engineer Parking Option – Mr. Foraker provided a diagram that showed several parking lot options to accommodate a third exit lane. This is in response to the parking lot experiencing back-up in the number of vehicles exiting the short term and long term lots. Commissioners and Staff feel that option2 provides the best solution for the least cost. This option provides a third lane exit along an extended center aisle and utilizes a credit card pay station. The cost estimate is approximately \$169,000. The cost estimate includes a, credit card machine, gate arm, construction, signage, building removal, contingency cost, and engineering cost.

Second RFP Car Rental Update – Mr. Foraker reported that the second RFP for a fourth car rental concession has been advertised and will open August 28, 2015. Staff will ask for Commission approval on September 24, 2015.

Director's Report

1. Mr. Foraker reported that July 2015 was the highest month ever for passenger boardings with a 10% growth of enplanements over last year. Enplanements year to date are up 4% over last year.
2. Mr. Foraker reported that Alex Peloquin will use the airport's recommendation site for his Eagle Scout Project. The lighted flag pole set will now be located between the General Aviation Terminal (Bergstrom's) and Hangar #72 (Old Navy Tower). The location will be visible from the industrial park and terminal area.
3. Mr. Foraker reported that he processed an agreement with Leibowitz and Horton in the amount of \$14,908.00 for Phase II of the Passenger Facility Charge project closeouts.

4. TSA passenger screening equipment will move the evening of September 9th in order to be ready for the opening of the new boarding area on Thursday September 10th. The new AIT (Advanced Imaging Technological) equipment will also be part of the move.
5. Mr. Foraker reported that the Airport is advertising for a custodial position.

ITEMS NOT ON AGENDA

1. Mr. Hayden reported that he, Mr. Ballew and Ms. Good met with the Confederated Tribes of the Umatilla Indian Reservation in Pendleton to discuss potential partnership opportunities.
2. Mr. Ballew passed around an article that is about BNSF's recognized Pasco's past, present and future ties to freight rail with the first BNSF Heritage Community award.

RECESS

At 2:05 p.m. Commissioner Klindworth announced that the board would recess for 10 minutes.

EXECUTIVE SESSION

At 2:15 p.m., Commissioner Klindworth announced that the board would go into executive session for thirty minutes to consider the minimum price at which real estate will be offered for sale or lease and to discuss with legal counsel representing the agency litigation or 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 2:45 p.m., the regular meeting was reconvened.

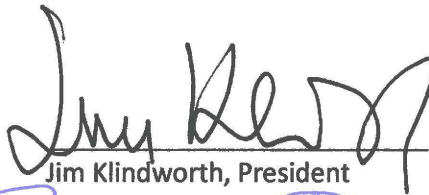
NEXT MEETING

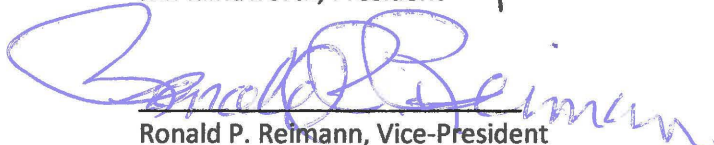
Regular Commission Meeting – Thursday, September 24, 2015.

ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

Port of Pasco Commission:


Jim Klindworth, President


Ronald P. Reimann, Vice-President


Jean Ryckman, Secretary