

## **Port of Pasco Commission**

### **Minutes of Regular Meeting of Port Commission**

Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301

October 22, 2015 | 10:30 a.m. | Meeting called to order by Commissioner Jim Klindworth

#### **CALL TO ORDER**

---

Present: Commissioner Klindworth, 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 Economic Development Gary Ballew, Director of Properties Sam Good, Deputy Director of Airports Buck Taft and Administrative Assistant Audrey Burney

Excused: Commissioner Ron Reimann

Guest: Tony Kalmbach – Ben Franklin Transit, Planning & Service Development Manager

#### **APPROVAL OF AGENDA**

---

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

#### **CONSENT AGENDA**

---

- a) Regular Meeting Minutes of October 6, 2015
- b) Vouchers & Warrants 84109 – 84218 in the amount of \$2,182,435.89
- c) BPIC Building 900 Re-Siding – Certificate of Completion
- d) Commissioner Ron Reimann – Excused
- e) FEMA Security Grant Sub-Recipient Agreements

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

#### **ENGINEERING AND CONSTRUCTION**

---

**Terminal Building Expansion Project: Architect Fees** – Mr. Foraker informed Commissioners that Mead & Hunt has requested additional architectural fees for six items that relate to the terminal expansion project. The items are: relocation of mechanical chillers, additional ticket counter and bag belt change, reconfiguration of airline offices, reconfiguration of TSA office space, reconfigure the children's play area and change of Ground Power Units (GPUs) at gates 1 and 2, with a total cost of \$44,588.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve this change order with Mead & Hunt in the amount of \$44,588 with the understanding that the Airlines will reimburse the Port in the amount of \$6,514 for the Airline space design. Motion carried unanimously.

**Airport Third Exit Lane** – Mr. Foraker reported to Commission the bid results for the airport's long term third exit lane. Port of Pasco Engineer's estimate for the project is \$57,208.56. Ray Poland & Sons bid was \$56,700.06 and Bestebreuer Brothers bid of \$85,800.52. Commissioner Ryckman moved and Commissioner Klindworth seconded to award the project to Ray Poland and Sons in the amount of \$56,700.06 including tax and fees. Motion carried unanimously.

**TXWY D Change Order 3** – Mr. Taft informed Commission by memo that through Delegation of Authority the Executive Director signed change order 3 to Granite Construction Company for the amount of \$16,791.49 including tax. The change order was for replacing three incandescent type guidance signs with three LED type guidance signs and to pay the contractor for the added costs for delays in re-opening of runway 12-30 due to electrical issues with the runway lighting circuit. Project has been accepted as complete.

## **AIRPORT**

---

**DOT SCASD Grant Offer** – Mr. Foraker reported that Port Counsel Dan Hultgrenn, Jack Penning at Sixel Consulting and Carl Adrian with TRIDEC have reviewed the SCASD Grant offer. There were two suggestions that Mr. Foraker had submitted into the DOT Office for their review. The first suggestion was to broaden the scope of the grant to include alternate airports beyond Los Angeles International (LAX) to Phoenix, San Jose, Sacramento, Sand Diego, and Dallas/Ft. Worth. This suggestion was refused. The second suggestion was to open service to other Los Angeles basin Airports if LAX service cannot be provided. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve and execute the SCASD grant offer with USDOT. Motion carried unanimously.

The next step is to enter into a proposal with Sixel Consultants to prepare a market plan, forecast passengers supporting a revenue guarantee program and schedule meetings with the airlines. We plan on meeting with Alaska Airlines, Delta, American, United and SkyWest. Sixel's cost is eligible for reimbursement under the grant.

## **Director's Report**

1. Mr. Foraker and Mrs. O'Brien reported that the Port signed the FEMA Grant for the radios. The agencies that will be participating in the FEMA grant are City of Connell, Franklin County, and the Port of Pasco. The Port of Pasco has set up the ACH accounts with these agencies. Once the agencies have put in their radio orders and pay and receive their items, the Port of Pasco will be able to reimburse the agencies for the purchase of their radios through the grant.
2. Mr. Foraker will be attending the Franklin County Commission meeting on November 9, 2015 at 9 a.m. regarding the addition of 80 acres of land near the Airport to the City of Pasco Urban Growth Boundary for a residential development.
3. Mr. Foraker informed Commission that Tail Wind Concessions has pushed back the date to open the kitchen on October 30, 2015.
4. Mr. Foraker reported that Mr. Taft, Mrs. O'Brien, and himself traveled to Medford Oregon and met with the Airport team to discuss and view their car rental service facility. Their facility cost was approximately \$5 million, which includes two fuel tanks that have unleaded and diesel fuel, and an eight bay car wash.
5. Mr. Foraker reported that the month of September was a record month for enplanements with a three percent increase from September 2014, and a four percent increase year to date. In addition, airports that are approximately close to our size have seen great increases in their passenger travels.
6. Mr. Foraker informed Commission that SeaPort Airlines is starting service between Moses Lake and Seattle three times a day and Portland one time a day. SeaPort flies the nine passenger Caravan.

## **FINANCIAL**

---

**September 2015 Financials** – Mrs. O'Brien discussed the September 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.

**Signature Card for Impress and EDC funds** – Mrs. O'Brien informed Commission that the Port has three small accounts at America West Bank and has its payroll ACH account with Bank of the West. The three accounts at America West Bank are used for advanced travel, incidental expenses, and the Economic Development fund. America West Bank has been bought out by Banner Bank. Staff would like to move the three accounts from America West Bank to Bank of the West. Bank of the West will need Signatory cards for the accounts. Commissioner Ryckman moved and Commissioner Klindworth seconded to move the three accounts to Bank of the West and sign the signatory cards. Motion carried unanimously.

## **ECONOMIC DEVELOPMENT**

---

**Economic Development Marketing Report** – Mr. Ballew reported that the new airport website went live and the marketing staff went to BHW-1's office to get training on maintaining the airport website. Mr. Ballew informed Commission that staff and Maul Foster Alongi met with developers in Portland to discuss the proposed development plan for the Marine Terminal/Cable Bridge site. All of the developers were actively engaged in brownfield development. Gerdin Elden a developer group suggested that the Port should bring in some urban renewal funds, bring some money to the table and be realistic in what can be accomplished.

## **RECESS**

---

Commissioner Klindworth recessed the meeting at noon for fifteen minutes for lunch. Meeting was reconvened at 12:15 p.m.

## **EXECUTIVE SESSION**

---

At 12:15 p.m., Commissioner Klindworth announced that the board would go into executive session for fifteen minutes to consider the minimum price at which real estate will be offered for sale or lease. At 12:30 p.m., the regular meeting was reconvened.

## **PROPERTY MANAGEMENT**

---

**Industrial Constructors** – This is a new tenant on a month-to-month lease for about two months to allow assembly of a mock-up for a Battelle project that needs at least a 20 ft. high clearance. They are using only a small portion of Warehouse 8 bay 1. Lease value is \$2,000 for two months. The Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

**Property Activity Report** – Ms. Good highlighted:

1. Kenyon Rail Easement has been signed they will start construction on their rail spur soon.
2. Finalized Volm Sales documents – both parties have signed. There is a 45-day due diligence period before the sales will close.
3. Teton Gold LLC – staff drafted a sales agreement for Parcel 4 at Foster Wells Business Park and will have Port Counsel Dan Hultgrenn review and approve.

## **GENERAL ADMINISTRATION**

---

**City of Pasco Staffing** – Mr. Hayden informed Commission that the Port of Pasco and the City of Pasco continue to discuss arrangements to contract a portion of Mr. Ballew's time to the City for economic development staffing.

## **ITEMS NOT ON AGENDA**

---

- a. Mr. Hayden highlighted the December Workshop Topics; 2016 Capital Budget, Strategic Plan Update, and Comprehensive Scheme of Harbor Improvements Update.
- b. Mr. Hayden informed Commission that the IPNG group met at the recent PNWA meeting and discussed expanding the group's membership to include other downriver constituents.
- c. Highway 395 – Efforts are underway by a number of individuals to pursuing the naming of highway 395 from Pasco to Ritzville after Rep. Tom Foley.
- d. Ms. Good reported that Coleman Oil is reviewing their lease and they have submitted their landscape plan.
- e. Commissioner Klindworth informed staff that he has received the WPPA budget report for the Port of Pasco. He mentioned that he would like to see last year's and this year's dues for all the member Ports.

## **NEXT MEETING**

---


Regular Commission Meeting – Thursday November 12, 2015

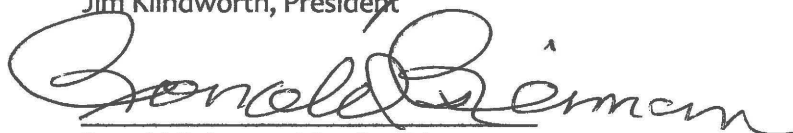
## **ADJOURNMENT**

---

The meeting was adjourned at 1:06 p.m.

Port of Pasco Commission:

  
Jim Klindworth, President

  
Ronald Reimann, Vice-President

  
Jean Ryckman, Secretary