

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301  
March 24, 2016 | 10:30 a.m. | Meeting called to order by Commissioner Ron Reimann

---

**CALL TO ORDER**

Present: Commissioner Ron Reimann, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Port Counsel Dan Hultgren, Executive Director Randy Hayden, Director of Airports Ron Foraker, Director of Finance & Administration Linda O'Brien, Director of Properties Sam Good, Director of Marketing and Economic Development Gary Ballew, Deputy Director of Airports Buck Taft and Administrative Assistant Audrey Burney

Guests: David Robison – Strategic Management, Commissioner Brad Peck – Franklin County, Dave Zabell – City of Pasco City 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 March 10, 2016
- b) Vouchers & Warrants 85065 - 85179 in the amount of \$1,691,523.11

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

---

**ENGINEERING AND CONSTRUCTION**

**Terminal Building Expansion Project: Project Update & Change Order** – Mr. David Robison informed Commissioners that Change Order #12 in the amount of \$124,542.48 including tax is outside the Executive Director Randy Hayden's authority to sign without Commissioners approval. There are several expenses within the change order including the additional equipment and ticketing, additional HVAC outside air ductwork, changes to existing thin shell roof at the old kitchen space and the relocation of an existing HVAC unit to accommodate the elevator/stairway. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve change order #12 in the amount of \$124,542.48 including tax which will come from the Ports contingency within the master budget and to authorize the Executive Director to sign the change order. Motion carried unanimously. Mr. Robison shared that the project is currently on schedule.

---

**FINANCIAL**

**February 2016 Financial Statement** – Mrs. O'Brien discussed the February 2016 financials and answered any questions from Commissioners.

---

**ENGINEERING AND CONSTRUCTION**

**Short-Term Parking Upcoming Construction** – Mr. Taft reported that the short-term parking lot overlay is scheduled and will take approximately two weeks to complete. Staff is estimating two weeks to empty the

lot and two weeks of construction for a four-week total closure. Republic Parking has been notified and is working with the airport to make the closures as smooth as possible. They will be recognizing the 25-minute grace period in the long term lot for the duration of the project. April 9<sup>th</sup> is when the Airport will begin the lot closure, April 25<sup>th</sup> is the estimated day to begin work on the short term parking lot and May 6<sup>th</sup> is the estimated day to re-open the parking lot. Staff will run an ad in the local newspaper to inform the public of the lot closure.

**New Parking Lot Revenue Control System** – Mr. Foraker informed Commission that Teresa Newell, Republic Parking, has received most of the new parking revenue equipment from Data Park Revenue Control System acquired through HUB Parking technologies for the changeover beginning April 11, 2016. It should take about one week to install and train employees. Upon completion of the installation, the Port will be invoiced for the full amount or reconciled amount after the project is finished. Data Park will be responsible for all warranty, parts and service for the first year then Republic Parking is responsible for all maintenance and costs, thereafter.

**Parking Lot Storage Building Reject All Bids** – Mr. Foraker reported that the new exit lane from long term parking required the removal of the storage building used by Republic Parking. The storage building includes daily/monthly records and ticket inventory plus spare parts that parking lot employees use on an as needed basis. The original building replacement estimate by JUB Engineers put the project cost in the mid \$30,000 range and staff felt for an 8' X 12' wood framed building the Port could do a small works project for less. Staff prepared a small works bids package and received bids ranging from \$38,082.02 to \$55,450.07 including tax. The contactors mentioned that the cost was high because it is a small project. Mr. Foraker said they would look at alternatives, including a pre-fabricated building assembled by the maintenance crew. Commissioner Ryckman moved and Commissioner Klindworth seconded to reject all bids recently received on a public bid for construction of a new storage building near the toll booth. Motion carried unanimously.

## **AIRPORT**

---

**AAAE Washington DC Highlights** - Mr. Foraker reported to Commission and staff that he, Commissioner Ryckman, Executive Director Randy Hayden, and Hal Hiemstra had a very productive meeting with TSA planner Tim Dulac, Contracting Officer Jessica Seay and Construction Officer Haider Kahlid. The Design of the Outbound Baggage System will take us to the end of the year and barring unforeseen Congressional issues construction and installation will follow in early 2017. The surprise of the conversation was that construction could take 18 – 24 months to complete. The type of system the Airport will receive will depend on “bag flow rate” with consideration given to existing passenger numbers, growth numbers and time and peak of day. Our system will likely handle 250 bags per hour.

Mr. Foraker also attended the small airport committee meeting during his trip to Washington DC. The meeting presented a number of issues facing airports;

- FAA 2017 Funding – The House passed a short term funding bill taking the FAA thru July 15<sup>th</sup> and an extension of the aviation user fees through March 31, 2017. PFC collection rate increase is being discussed but was not part of the bill. Also the air traffic plan has been shelved for the time, keeping the controllers and air traffic system under the FAA control.
- Airports are preparing response plans to the “Active Shooter” scenario. Homeland Security is offering video training for airport employees and lock down measures that airports may want to consider. They also discussed using FID screens as a means to communicate to the public in those situations.
- There has been a nation-wide attrition in Transportation Security Officers (TSO) leaving over 1,600 positions open. Each TSO requires 13 weeks of training. The shortage is creating issues with airport TSA budgets and lane closures.

- “Real ID” has been delayed for the state of Washington until January 18, 2018. There is a need to make the general public aware of the time frames and the enhanced drivers’ license. Suggest Port and Airport websites and Port Beacon to get the message out.

#### **Director’s Report**

1. Mr. Foraker reported that the maintenance crew ordered a new pickup for the Guards from Corwin Ford.
2. Mr. Foraker informed Commission that Dura-shine Clean, a local Custodial service provider, has been hired to supplement the reduced custodial staff to keep the Tri-Cities Airport clean.
3. Mr. Foraker reported that there was a 12% increase for the month of February and that makes it an 11% growth year-to-date for January and February.

#### **GENERAL ADMINISTRATION**

**City of Pasco RD 68 Bill** –Executive Director Randy Hayden invited Dave Zabell the City Manager of City of Pasco to speak in regards to House Bill 2842. Mr. Zabell indicated that the Bill was on the Governor’s desk, ready for his signature. He requested additional time to put together a Memorandum of Agreement between the City, Port and County regarding enacting the tax increment financing called for in the Bill. He said more time was required for the City to perform additional cost estimating and determining the mix of revenues that will be required to fund the infrastructure necessary to support development of land currently owned by DNR near Road 68.

#### **RECESS**

Commissioner Reimann recessed the meeting at 12:00 p.m. for fifteen minutes for lunch. Meeting was reconvened at 12:15 p.m.

#### **EXECUTIVE SESSION**

At 12:15 p.m., Commissioner Reimann announced that the board would go into executive session for one hour to consider the selection of a site or the acquisition of real estate by lease or purchase, and to consider the minimum price at which real estate will be offered for sale or lease and to review the performance of a public employee. At 1:00 p.m., Mr. Taft announced on behalf of Commission that executive session would extend 20 minutes. At 1:20 p.m. the regular meeting was reconvened.

#### **PROPERTY MANAGEMENT**

**Resolution 1427 Volm Sale Property** – Ms. Good provided resolution 1427 to declare certain property at the Foster Wells Business Park as surplus before the sale of land to the Volm Company. Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution #1427 and to authorize the Executive Director to sign the sales and Purchase agreement with Volm Company. Motion carried unanimously.

**The following leases were signed by the Executive Director in accordance with the Delegation of Authority policy.**

**IEDS Lease Amendment** – This is a current tenant that signed a lease for W2B2 at the end of January, this lease amendment adds an additional 10,800sf to that lease.

## **GENERAL ADMINISTRATION**

---

**Tuition Reimbursement Personnel Policy 330** – Randy Hayden informed Commissioners that there is an employee who is interested in returning to school to obtain a Master's degree in Law Enforcement. Staff has prepared/created a formal personnel policy that outlines the program and the expectations of the employee in order to qualify for tuition/training reimbursement. Commissioners tabled the policy so that staff could change a few its requirements. The revised policy will be brought back for action at the next Commission meeting.

**Land Reconveyance** - Staff discussed a local effort underway to pursue reconveyance of Corps of Engineers owned land along the Columbia/Snake Rivers in the Tri-Cities back to local control. Commissioner Ryckman provided a map of the properties in the Tri-Cities that were either owned by the Corps or had easements controlled by the Corps. Commission expressed general support for the reconveyance concept and asked staff to prepare a motion or resolution for Commission consideration at the next meeting. Staff will also ask the proponents of the effort to speak with Commission.

**Resolution 1426 Changing the first regularly scheduled meeting in July 2016** - Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the changing of the first meeting in July to July 7, 2016. Motion Carried Unanimously.

**PNWA Mission to Washington DC Recap** – Mr. Hayden provided a recap of the PNWA Mission to DC with Commissioner Ryckman. The sessions included representatives from the US Army Corp of Engineers, BPA, staff from the House Transportation & Infrastructure and Water Resources Committee, National Wheat Growers, and Brian Doherty, Chief Negotiator for the Columbia River Treaty, U.S Department of State. Key Discussions: Army Corps Navigation Budget – The President's 2017 Budget for navigation was \$700M under last year's appropriation. Members of Congress will be working to restore needed funds. Columbia River Treaty – The chief negotiator for the US State Department Brian Doherty said that the US is now actively engaged in the negotiations to renew the treaty. Surface Transportation – The new 5-year transportation plan, FAST Act, places an emphasis on freight planning and funding, which has not been included in prior transportation authorizations. The Act Authorizes \$4.5 billion for nationally significant freight and highway projects under the FASTLANE program. The TIGER program was also reauthorized at \$500M for 2016.

They were also able to meet with Representative Newhouse and staff members from Senator Murray and Senator Cantwell's offices and provide updates on airport progress and needs.

**Resolution 1428, USBR Land Transfer at Tri-Cities Airport** – Executive Director Randy Hayden summarized that the USBR agreed to donate two land parcels north and northwest of the airport to the Port at no cost. By the terms of the Transfer Deed, the parcels may not be conveyed or developed for 10 years, excepting that they may be leased or developed for agricultural purposes. After 10 years, the Port will be free to convey the property if it so desires. The donation also includes the FAA radar site, and an access road to the radar site. The Port will be responsible for leasing this ground to the FAA rather than the USBR. Port Staff had worked with the USBR to remove certain conditions and make other revisions. Staff asked Commissioners for the Executive Director to be authorized to execute the documents when ready. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1428 accepting the deed of property from the USBR and authorizing the Executive Director to execute the deed and associated documents. Motion carried unanimously.

**NEXT MEETING**

---

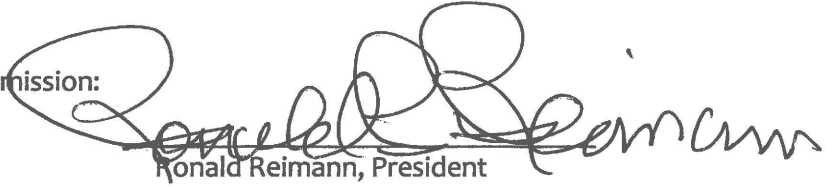
Regular Commission Meeting – Thursday, April 14, 2016 at 10:30 a.m.

**ADJOURNMENT**


---

The meeting was adjourned at 3:09 p.m.

Port of Pasco Commission:

  
Ronald Reimann, President

  
Jean Ryckman, Vice-President

  
Jim Klindworth, Secretary

