

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
April 28, 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 Balley, Deputy Director of Airports Buck Taft, Airport Business Manager Tara White and Administrative Assistant Audrey Burney

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 24, 2016
- b) Regular Meeting Minutes of April 14, 2016

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the Consent Agenda. Motion carried unanimously.

PUBLIC HEARING

Commissioner Reimann opened the Public Hearing at 10:35 regarding the Port of Pasco creating regulations of for hire vehicles operating at the Tri-Cities Airport including the Industrial Park adjacent thereto. Commissioner Reimann invited public comment, but none was received. Commissioner Reimann closed the Public hearing at 10:45 a.m.

PUBLIC HEARING & RESOLUTIONS

Public Hearing, Resolution 1430 – Taxi's – Mr. Foraker informed Commissioners that Resolution 1430 outlines specific principals that keep the front curb of the terminal safe for everyone, provide a positive experience for passengers using taxis, promote a fair system for taxi operators and that maintain orderly operations among taxi drivers. Commissioners asked to change Item #10 to add the following exceptions: Business cards or advertising may be provided to the taxi's customer upon request by the customer and formal advertising with the Port's advertising concessionaire is permitted. Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1430, that regards the Taxi Operations at the Tri-Cities Airport. Motion carried unanimously.

Resolution 1431, Changing the time and date of regular scheduled Commission Meetings –

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve Resolution 1431, to change the start time of the second regular scheduled meeting in May and to change the date of the second regular scheduled Commission meeting in July. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

Award Bid GA Runway Crack Seal Project 3R-21L – Mr. Taft informed Commission that on April 19, 2016 staff received bids from two contractors for a large crack repair on Runway 3R-21L. Commissioner

Klindworth moved and Commissioner Ryckman seconded to award the Runway 3R-21L Rehabilitation Project Phase 2 to Granite Construction in the amount of \$107,837.63 including sales tax. Motion carried unanimously.

Award Bid – Airport Farm Circle Realignment - Mr. Taft informed Commission that staff received bids from two contractors for the removal of several structures near one of our farm circles. Ray Poland and Sons submitted a low bid of \$56,085.17, and the Engineer's Estimate is \$56,482.86.

Several years ago, the FAA required airports to provide a buffer and separate farm areas that were located near runways. Tomlinson Farms reduced their acreage on Farm Circle #1 and complied with the new regulation. However, the Washington State Department of Ecology gave Tomlinson Farms a five-year period to add back farm acreage to retain full water rights. Tomlinson Farms is now requesting the Port to make additional acreage available and become whole again on the northeast side of the circle.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the Farm Circle Structure Removal Project to Ray Poland and Sons, Inc. in the amount of \$56,085.17 including sales tax. Motion carried unanimously.

ITEMS FOR DISCUSSION

March 2016 Financial Statement – Mrs. O'Brien discussed the March 2016 Financials and answered any questions from Commissioners

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

Potential Conference Hosting – Mr. Foraker informed Commissioners that there may be two hosting opportunities for aviation conferences in the Tri-Cities. They are Sixel Air Service Development Conference for April 2017 and Northwest AAAE Meeting to be held in Washington State during the Month of October 2017.

Airport Directors Report –

1. Mr. Foraker notified Commission that he has looked into providing arriving passengers with baggage carts to be used between baggage claim and the parking lot. The courtesy carts will be stored in baggage claim and will be an added convenience for airport customers.
2. Mr. Foraker reported that he and staff met with Bergstrom Aircraft to cover a number of building and operational issues. In Particular, Bergstrom Aircraft voiced their concern about locating a new hangar near Hangar Bldg. #142. Staff believes a new hangar north of Bldg #142 meets an aviation need and provides proper operational clearances for surrounding businesses.
3. Mr. Foraker corrected his comment from the April 14th Commission meeting regarding Global Entry and the locations where travelers can obtain clearances for international travel. Global Entry offices are located at the SeaTac airport, Boeing Field and in Bellingham, WA.
4. Mr. Foraker reported that all the short term parking pavement has been removed. The project is scheduled to be reopened to the public May 6th.
5. Mr. Foraker notified Commission and staff that the new Parking Revenue Data system will begin the first of May.
6. Mr. Foraker reported March Statistics: Air Traffic Operations have increased 30%, parking lot revenue has increased 14%, restaurant concessions are up 7%, car rentals are up 16% and the passenger enplanements are up 9%, making this a strong growth month for the Tri-Cities Airport.

Terminal Building Expansion Project – Mr. Foraker updated Commissioners on the current Terminal Building Expansion Project. Monday, April 21, the new meet/greet space opened to the public and Tuesday morning Tailwind Concession opened the new café. Arriving passengers now walk directly into

the arrival area. At the end of May, the front entryway and lobby will be reopened. In addition, the new Visit Tri-Cities kiosk is set in place and is a very nice addition for passengers to use.

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 1 hour to consider the minimum price at which real estate will be offered for sale or lease and pending or potential litigation, and Planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining. At 1:15 p.m. Mr. Taft announced on behalf of Commission that executive session would extend 10 minutes. At 1:25 p.m. the regular meeting was reconvened.

Wagenaar Update – Mr. Ballew updated the Commission on the current work that has been going on at the Wagenaar Center. The Port maintenance crew has done the majority of the work and the Port is using subcontractors on special items. The work that is going on in the building is the minimum required to get the building ready to occupy and was factored into the lease rate reviewed by the Commission. Lease language has been approved by legal counsel on both sides.

Franklin County Economic Development Fund – Executive Director Mr. Hayden informed the Commission that staff and elected officials from Franklin County local agencies met with the Franklin County Commissioners on Wednesday, April 27, 2016 to propose an update to the county's .09 Economic Development Fund policy. The Franklin County Commission seemed agreeable to the proposal and will hold a public hearing on the policy and take potential action on May 25.

EXECUTED ITEMS

Layne of Washington, Inc. Lease – This tenant is adding 3,139 sq. ft. adjacent to their current location in building A69 (3606 Stearman Avenue) at the Tri-Cities Airport Industrial Park. Lease value \$5,650.20 per year.

Vintners Logistics, LLC Lease – Is a local logistics company that provides warehousing services to local wineries. During their expansion at their Kennewick facilities in 2015, they leased this same warehouse for approximately 8 months. As their needs continue to expand, they requested a month to month lease with a projected 6-month stay starting in May. The location of this warehouse is 3499 E. Ainsworth. Lease value is \$61,270.98 for the anticipated 6 months.

ITEMS NOT ON AGENDA

- Mr. Hayden informed Commission that Sam Good's last day of work is April 29, 2016. Mr. Hayden thanked Sam for her many successful contributions to the Port over her 14-year tenure. A retirement open house is planned for May 12th from 2-4 PM at the Port office.
- Ms. Good encouraged Commission and Port staff to put money into the warehouses so that they can continue to be valuable assets for the Port of Pasco and our tenants.

NEXT MEETING

Regular Commission Meeting – Monday, May 09, 2016 at 10:30 a.m.

ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

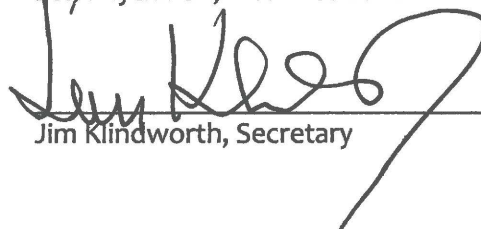
Port of Pasco Commission:



Ronald Reimann, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary