

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**

*Held at Port of Pasco, 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301*  
*July 29, 2016 | 10:30 a.m. / Meeting called to order by Commissioner Ron Reimann*

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**CALL TO ORDER**

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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 Marketing and Economic Development Gary Ballew, Property Manager Mayra Reyna, Deputy Director of Airports Buck Taft, and Administrative Assistant Vicky Keller

Guests: John Ray – Battelle, Colin Hastings – Pasco Chamber of Commerce, Gretchen Guerrero, Kyle Cox, Eric Van Winkle and Hector Cruz– Visit Tri-Cities

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of July 07, 2016
- b) Vouchers & Warrants 85759 - 85971 in the amount of \$2,783,934.90
- c) W2B3, W7B2, Door #10 Floor Repair – Accept as Complete
- d) W2B1, Road 18 & Crane St Asphalt Areas – Recommendation of Award

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

**PUBLIC CITIZEN COMMENT**

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John Ray with Battelle thanked and complimented the Port and Airport Staff that they have been great to work with especially with the Tri-Cities Airport Terminal Project.

**PUBLIC HEARINGS & RESOLUTIONS**

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**Resolution 1436: Move the location of August 25 meeting and move the date and time of October 13 meeting** – Commissioner Ryckman moved and Commissioner Klindworth seconded the approval of Resolution 1436 to change the location of the second regularly scheduled Commission meeting in August to Connell and the date and time of the first regularly scheduled October Commission meeting to October 9<sup>th</sup> at 9:00 a.m. Motion passed unanimously.

**ITEMS FOR ACTION/CONSIDERATION**

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**Ag Hall of Fame** – Collin Hastings with the Pasco Chamber of Commerce came in to discuss the Ag Hall of Fame ceremony with the Commissioners and he asked Commissioners if we would still contribute \$5,000 for the program in return for advertising and promoting the Port of Pasco. Commissioner Klindworth moved and Commissioner Ryckman seconded the approval to contribute

\$5,000 to the Ag Hall of Fame for promoting the Port of Pasco during the event. Motion carried unanimously.

**Accepting EDA Award** – Mr. Ballew reported that the Port has lead a group of organizations seeking to develop an Economic Development Strategic Vision for the Greater Pasco Area. That group includes the City of Pasco, Franklin County, Columbia Basin College, Greater Pasco Area Chamber of Commerce, Benton Franklin Council of Government and the Tri-Cities Hispanic Chamber.

The Council submitted a grant application earlier this year to the U.S Economic Development Administration and last week they were notified that they were awarded the grant. Staff is asking Commissioners to authorize the Executive Director to accept the grant. Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to accept and execute the grant award with the Economic Development Administration for the Great Pasco Area Strategic Vision, and to take such actions as may be necessary to secure the matching funds with our funding partners.

**Teton Gold Land Sale Proceeds** – Mrs. O'Brien reported that the Port has received the warranty deed and real estate Excise Tax Affidavit for the sale of Parcel 3, 1.99 acres, to Teton Gold in the Foster Wells Business Park. The Port received the proceeds of \$154,582.40. The Economic Development Opportunity Fund currently has approximately \$2,895,000. Commissioner Klindworth moved and Commissioner Ryckman seconded to put the total proceeds of \$154,582.40 into the Economic Development Fund.

## **EXECUTIVE SESSION**

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At 11:03 a.m., Commissioner Reimann 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 pending or potential litigation. At 11:33 a.m., on behalf of the Commission president, Mr. Ballew informed all present that the Executive Session would be extended an additional 15 minutes. At 11:48p.m., the regular meeting was reconvened.

## **RECESS**

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Commissioner Reimann recessed the meeting at 11:48 a.m. until 1:15 p.m. for the Annual Port of Pasco Tenant BBQ lunch.

At 1:15 PM the regular meeting was reconvened.

Commissioner Klindworth moved and Commissioner Reimann seconded to excuse Commissioner Ryckman for the rest of the meeting to attend to a family illness. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**June 2016 Financial Statement** - Mrs. O'Brien reviewed the May financial statement and highlights.

**Tenant Delinquent List** - Mrs. O'Brien handed out and discussed the current delinquent list.

**BILT Branding Implementation Leadership Team** – Kyle Cox – the lead on the Brand Implementation Leadership Team (BILT) for Visit Tri-Cities presented the progress of implementing the Tri-Cities brand to the Commissioners. The BRIGHTER, LOUDER, BOLDER brand highlights the excitement, enthusiasm, exuberance, festive lifestyle and entrepreneurial spirit of the Tri-Cities. By using the

brand, it will raise awareness and increase the interest of the Tri-Cities over other destinations in the Northwest and beyond.

**Terminal Building Expansion Project Pictures** – Mr. Foraker presented some recent pictures of the terminal building expansion project.

**Airport Director's Report:**

1. Mr. Foraker reported that the FAA issued an advisory Circular in 2014 regarding "Service Animals" at airports. The circular called for identifying an area near the terminal for a service animal relief area which has been designated on the grass area adjoining the short term parking lot. On the secured side of the terminal we have set up an area outside with artificial turf. New signage provides instruction to pet owners contacting our Officer to escort the pet owner and pet on a leash to the designated areas.
2. Mr. Foraker informed Commissioners that approximately at 1:15 a.m. on July 17<sup>th</sup>, Port Guard Ed Bayha witnessed two men arguing on Stearman Street near the TCA maintenance shop. The driver ended up pinning the passenger into an air conditioner unit serving Hangar 142. As Ed called this into Pasco Police for ambulance the driver jumped the security fence, ran across the airfield to Fed Ex where he was arrested by police. The second victim was severely injured and taken to Lourdes Hospital. The men were from Sunnyside and it is unknown why they had come to the airport at that hour. Staff will be pursuing court ordered payment for repairs of the A/C unit.
3. Mr. Foraker stated that Steve Horton started the Rates and Charges review this past week working with Mrs. O'Brien and airport staff. His fee schedule for a new three-year 2017 – 2019 airline agreement, 2017 Rates and Charges and Reconciliation of 2015 charges is \$24,400 plus \$2,500 out of pocket expenses.
4. Mr. Foraker reported on the airport activity statistics for June 2016. Enplanements are up 11% year to date, ATCT Operations are up 33% year to date, Parking Lot up 8% year to date, Concessions up 15% year to date, Car Rental Customer Facility Charges up 7% year to date. Car rental gross revenues and Passenger Facility Charges reports have not yet been updated.
5. Custodian Don Ferguson gave notice to resign and his last day is August 11, 2016.

**2<sup>nd</sup> Amendment to Emergency Management Lease** – Mr. Ballew reported that the Amendment with Franklin County Emergency Management (FCEM) was executed to allow FCEM to make improvements to the Wagenaar Facility prior to an expiration of a grant they received to perform the work. The improvement includes CAT-5 cabling, demolition of some room dividers and foundation of their new communications tower.

The amendment is to their existing lease for their building at the Airport Industrial Park. Staff did this so that all the terms and conditions of their existing lease would be incorporated into this agreement. If the City of Pasco does not execute the lease for the Wagenaar Center, FCEM would be required to return the building to its original condition unless the Port agrees to allow the improvements to remain.

The City of Pasco, as the lessor, has accepted the improvements. Staff still expects the lease with the City of Pasco to move forward but is taking necessary steps to protect the Port in the unlikely event that the City of Pasco does not execute the lease.

## **EXECUTED ITEMS**

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In accordance with the Port's delegation of authority policy, Commissioners were informed that the following leases were executed:

**Centerline Fabricators** - Jordan Custom Designs was purchased by Centerline Fabricators out of Richland. During their transition/merging they have decided they will need to continue occupying the 6,000 square feet on the southwest corner of Warehouse 3, Bay 1. Lease value is \$19,857.60 per year.

## **ITEMS NOT ON THE AGENDA**

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Mrs. O'Brien informed Commissioners that the Washington State Audit has been going pretty smoothly. The Auditors hope to have the Audit done mid-August.

## **NEXT MEETING**

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Regular Commission Meeting – Thursday, August 11, 2016 at 10:30 a.m.

## **ADJOURNMENT**

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The meeting was adjourned at 2:35 p.m.

Port of Pasco Commission:

  
Ronald Reimann, President

  
Jean Ryckman, Vice-President

  
Jim Klindworth, Secretary