

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
August 11, 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, Senior Accountant Jane Havens, Director of Marketing and Economic Development Gary Ballew, Property Manager Mayra Reyna, Deputy Director of Airports Buck Taft, and Administrative Assistant Audrey Burney

Guests: Stephanie Seamans – Benton Franklin Council of Governments and Brad Peck – Franklin County Commissioner, David Robison

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 July 29, 2016
- b) Vouchers & Warrants 85972 - 85981 in the amount of \$132,445.60
- c) 3R,2-1L Runway, Phase 2 Accept as Complete

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

PUBLIC HEARINGS & RESOLUTIONS

Resolution 1437: Changing the time and location of meetings in September – Commissioner Klindworth moved and Commissioner Ryckman seconded the approval of Resolution 1437 to change the time of the first regularly scheduled Commission meeting in September 2016 and the location of the second regularly scheduled Commission meeting in September 2016. Motion passed unanimously.

ITEMS FOR ACTION/CONSIDERATION

Enduris Property Insurance – Mr. Hayden presented the 2017 Enduris property insurance policy renewal prepared by Darren McEuin with Conover Insurance. Darren was unable to attend the meeting, however, he recommended accepting the renewal which carried a 1.9% inflation increase on premiums. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the renewal of the Enduris Property Insurance for the 2017 policy year effective September 2016 to September 1, 2017. Motion carried unanimously. Commissioner Klindworth asked staff to look into additional “cyber coverage” for the Port.

OP 1011 Lease and FCEM early Termination – Mr. Ballew summarized to Commissioners that on July 9, 2016 they authorized the Executive director to execute a lease with the City of Pasco for OP1011 (Wagenaar Center) in the form of lease that was substantially provided. Further negotiations lead to

modifications to the lease that exceeded that authorization so staff is bringing the lease back to Commission for approval. Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a lease with the City of Pasco for building OP1011 with the lease modifications as presented, and further, to authorize the early termination of the Franklin County Emergency Management lease at 502 W. Boeing Street at such time as a move is completed to their new location at 1011 Ainsworth. Motion carried unanimously.

Terminal Building Expansion Project: Update and Change Order #15 – Mr. Foraker and Mr. Robison provided pictures of the most recent updates to the Terminal Expansion and they reported that the project is currently on schedule.

Mr. Robison informed Commissioners of Change order #15 that includes ticketing counters at outbound baggage, access control revisions, line of sight changes at the restrooms, airline IT cabinet changes and area B concrete slab removal. In addition, he also summarized RCAR #14 (Risk Contingency Account Reserve) that includes the observation deck coating, interior trench drain scheduling issues, cement mason wage determination. Commissioner Klindworth moved and Commissioner Ryckman seconded the approval of Change Order #15 in the amount of \$76,364.26 and the RCAR #14 in the amount of \$31,414.72. Motion carried unanimously.

Century Link Agreement – Mr. Taft explained that Century Link has requested a license agreement from the Port to install fiber optic cables through Port owned conduits into the airport terminal to provide data services to a number of terminal tenants. Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive director to sign the agreement with Qwest Corporation doing business as Century Link to provide fiber to the airport terminal building.

ITEMS FOR DISCUSSION

Economic Development Marketing Report - Mr. Ballew highlighted the 2017 Airport Marketing Plan which recommends funding for three marketing campaigns next year. He also mentioned that the Port was awarded \$50,000 from the Economic Development Administration for the Greater Pasco Area Strategic Vision to be completed by June 2017.

Airport Director's Report:

1. Mr. Foraker reported that he has been working with Bryan Cole at McKay and Sposito regarding the new entrance signage for the Airport. Staff chose a sign design that they agreed on and wanted Commissioners validation to continue moving forward with the signage.
2. Mr. Foraker reported that the custodial buyout contract has been signed with the Union. Staff is also getting ready to put out an RFP for custodial services.
3. Mr. Foraker reported that August enplanements are up 2% for the month of July and a 9% growth year-to-date.

Marine Terminal Update - Mr. Hayden informed Commission that the Department of Ecology has agreed that monitored attenuation (MNA) can be used to complete cleanup at the Marine Terminal site. This approval will allow us to remove the remediation equipment across the site and begin redevelopment. However, there are a few steps that must be completed. Staff provided a brief summary of activities and approvals that need to take place to ready the property for redevelopment.

EXECUTED ITEMS

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

Mid-Columbia Warehouse - This is a month-to-month lease for Warehouse 8 Bay 2 that will be used for general warehousing. Lease value per month is \$2,552.85.

Tri-City Delivery 619 W. River - This is a renewal lease for the building that is located at 619 West River Street and 5,000 square feet of land in what we refer to as the "Marine Terminal". This lease includes a 1-year CPI increase and is separate from their other 2 leases.

RECESS

Commissioner Reimann recessed the meeting at 12:00 for 10 minutes for lunch.

EXECUTIVE SESSION

At 12:10 p.m., Commissioner Reimann announced that the board would go into executive session for fifty minutes to consider the minimum price at which real estate will be offered for sale or lease and pending or potential litigation. At 1:00 p.m., the regular meeting was reconvened.

RECESS

Commissioner Reimann recessed the meeting at 1:00 p.m. At 1:15 PM the regular meeting was reconvened at 3804 Stearman Avenue for a tour of Battelle's leased hangar.

NEXT MEETING

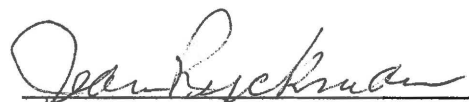
Regular Commission Meeting – Thursday, August 25, 2016 at 10:30 a.m.

ADJOURNMENT

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

Port of Pasco Commission:


Ronald Reimann, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary

