

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at Tri-Cities Airport, 3601 N. 20th Avenue, Pasco, WA 99301
September 22, 2016 | 9:00 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 Heidi Ellerd, Executive Director Randy Hayden, Director of Airports Ron Foraker, Deputy Director of Airports Buck Taft, Director of Finance & Administration Linda O'Brien, Director of Marketing and Economic Development Gary Ballew, Property Manager Mayra Reyna, and Administrative Assistant Audrey Burney

Guests: Valoria Loveland, Marilyn Baker, and Commissioner Brad Peck – Franklin County

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of September 08, 2016
- b) Vouchers & Warrants 86178 - 86278 in the amount of \$301,011.17

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

PUBLIC CITIZEN COMMENT

Valoria Loveland and Marilyn Baker with the Washington State Rail road Historical Society thanked Commissioners for allowing them to use our railroad tracks to store their train cars. In addition, they wanted to inform Commissioners that they are wanting to find partners to start establishing a rail museum and eventually find a permanent home to their train cars and give us our track back. One of the cars was made in 1887, and they are wanting to keep them in good condition.

Commissioner Brad Peck with Franklin County mentioned to Valoria and Marilyn, that Franklin County would be interested in being a partner.

ITEMS FOR ACTION/CONSIDERATION

Dura-Shine Clean – Mr. Taft informed Commissioners that staff received two responses for the contracted Custodial Services RFP. Staff reviewed and scored the RFPs and selected Dura Shine Clean of Pasco, WA. The base cost for the two submittals was Dura-Shine Clean LLC \$400,000 and ABM at \$487,511.04. Staff based the RFP on a 48-hour work day that is six employees per day, 365 days a year (3 shifts, 2 employees per shift).

Using Dura-Shine the amount would be \$400,000 a year and includes all cleaning supplies except disposables (toilet paper, paper towels, hand soap, can liners). Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive director to sign the agreement with Dura-Shine Clean in the amount to not exceed \$400,000 plus additional expenses associated with carpet cleaning, window washing, and power washing as requested by the Port. Motion carried unanimously.

TSA Lease – Mr. Hayden reported that Staff has been working diligently with GSA and TSA for office space at the Tri-Cities Airport. Staff received the signed lease with a few requested changes. Port Counsel Dan Hultgren read through the lease and approved the changes. Port of Pasco agrees to pay \$100,000 of the \$437,598 cost of build-out with TSA paying \$337,598 of which 89,883 will be amortized over a 5-year period at 3% interest.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the lease with GSA for TSA offices and other space at the Tri-Cities Airport. Motion carried unanimously.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize staff to approve a change order in the amount of \$155,042 with Bouten Construction for modification to the TSA space. Motion carried unanimously.

Surplus of Property for Sale – The following items are being submitted as surplus so that it may be removed from Port inventory and sold:

1. Toast master Roast Deck Oven, Model #19A
2. Toastmaster Bake Deck Oven Model #19B
3. Toastmaster Pizza Deck Oven Model #19P
4. Toastmaster Commercial Oven with Vent Hood Series #20
5. Majestic Commercial Oven with Vent Hood
6. Commercial Dish Washing Unit

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the property outlined above is surplus to the needs of the Port of Pasco. Motion carried unanimously.

ITEMS FOR DISCUSSION

Tenant Delinquent List - Mrs. O'Brien discussed the current tenant delinquent list.

Director's Report - Mr. Foraker reported that he signed an agreement with a software application called Gate Keeper systems, App 139, a program tailored to documenting and reporting FAA Part 139 airport requirements. It will help the airport manage airport operations. It is a 3-year agreement and costs approximately \$5,000 a year.

RECESS

At 11:30 am, Commissioner Reimann recessed the meeting for an hour and half for the Airport Tenant BBQ. At 1:30 PM the meeting was reconvened.

ITEMS FOR DISCUSSION

Airport Tour – Mr. Foraker and Mr. Taft lead a property tour and a tour of the Airport Terminal building.

ITEMS FOR INFORMATION/NO DISCUSSION

Mid-Columbia W8B1 – This is a month-to-month lease for 7,200 square feet of Warehouse 8 Bay 1 that will be used for temporary storage for their Clients equipment.

ITEMS NOT ON THE AGENDA

EXECUTIVE SESSION

At 2:34 p.m., Commissioner Reimann announced that the board would go into executive session for one hour to consider the minimum price at which real estate will be offered for sale or lease and pending or potential litigation. At 3:34 p.m., the regular meeting was reconvened.

NEXT MEETING

Special Workshop Commission Meeting – Tuesday, October 6, 2016 at the Port of Pasco.
Regular Commission Meeting – Thursday, October 6, 2016 at 9 a.m. at the Tri-Cities Airport.

ADJOURNMENT

The meeting was adjourned at 3:35 p.m.

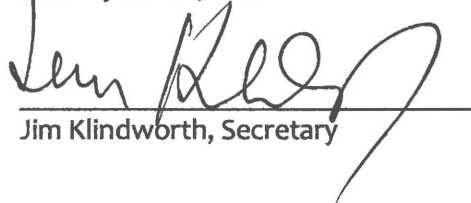
Port of Pasco Commission:

A handwritten signature in blue ink, appearing to read "Ronald Reimann", written over a horizontal line.

Ronald Reimann, President

A handwritten signature in black ink, appearing to read "Jean Ryckman", written over a horizontal line.

Jean Ryckman, Vice-President

A handwritten signature in black ink, appearing to read "Jim Klindworth", written over a horizontal line.

Jim Klindworth, Secretary

