

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at 3601 N. 20th Ave., Pasco, WA 99301
December 08, 2016 | 10:00 a.m.

CALL TO ORDER

Meeting was called to order by Commissioner Jean Ryckman at 10:00 a.m.

Present: Commissioner Jean Ryckman, Commissioner Jim Klindworth, Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Deputy Director of Airports Buck Taft, Director of Finance & Administration Linda O'Brien, Director of Marketing and Economic Development Gary Ballew, Director of Property Mayra Reyna, and Administrative Assistant Audrey Burney

Excused: Commissioner Ron Reimann, Director of Airports Ron Foraker

Guests: Jim Toomey, Lori Mattson – Tri-Cities Regional Chamber, Adam Brault – Public Market Group, Ana Peralta – Public Market Group, Rick White – City of Pasco, Darren McEuin – Conover Insurance, Janese Thatcher – Learning Jet, & Dave Robison – Strategic Construction Management.

APPROVAL OF AGENDA

Staff moved Item 10.B up to item 8.D for action/consideration. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the agenda as corrected. Motion carried unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of November 20, 2016
- b) Vouchers & Warrants 86530 - 86688 in the amount of \$1,729,644.30
- c) Tri-Cities Airport Building 69 & 72 Re-Roof Project – Accept as Complete
- d) Excuse Commissioner Reimann

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

PUBLIC CITIZEN COMMENT

Jim Toomey expressed appreciation to all three Commissioners for the nomination for Ag Hall of Fame.

Lori Mattson presented to all three Commissioners the Elected Leader Appreciation Award from the Tri-Cities Regional Chamber and the Homebuilders Association. The Port of Pasco received the award in recognition of their efforts in expanding and remodeling the Tri-Cities Airport.

PUBLIC HEARINGS & RESOLUTIONS

Vehicles for hire at the Airport, Agreement & Resolution 1443 – Ms. White informed Commissioners that Staff and Dan Hultgrenn, negotiated an airport operating agreement with UBER. UBER plans on operating in Pasco, sometime in January 2017. The agreement provides for the airport to receive \$1.50 trip fee per drop off/ pick up, defines the area for operation, requires general liability in the amount of \$1,000,000 and is for a term of one year.

Resolution 1443, which references rules and regulations for operating for hire vehicles at the airport, was written to replace previously adopted Resolution 1430. Resolution 1443 encompasses all for hire vehicles and is less specific to just taxi cab operations than Resolution 1430.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1443 and to approve the UBER agreement and to authorize the Executive Director to sign the operating agreement with UBER. Motion carried unanimously.

Resolution 1444, Future Airport Expansion – Mr. Hayden prepared a resolution that clarifies the Port position on how land use planning can impact future airport expansion. The position could be submitted to the City and County as they deliberate on whether or not to add the 160-acre parcel located northwest of the airport property to the UGA (Urban Growth Area). Under current use, the parcel is compatible with current and future airport operations. However, if the parcel is added to the UGA and converted to residential use there would very likely be conflicts between the residents and future airport operations.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1444 supporting compatible land use planning to enable future growth of the Tri-Cities Airport. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

Miscellaneous Insurance Renewals – Mr. McEuin with Conover Insurance updated the Commissioners with the new renewals for Crime, Earthquake, Marine Liability, Umbrella Policies and Excess Liability. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve renewal of the Crime, Earthquake, Marine Liability and Umbrella Policies as presented. Motion carried unanimously.

ITEMS FOR DISCUSSION

Tri-Cities Public Market - Mr. Ballew summarized to Commissioners the potential of establishing the Tri-Cities Public Market in Pasco. Mr. Ballew invited Adam Brault and Ana Ruiz Peralta with the Public Market Group to speak with Commission. Adam Brault, the Board President for the Market Group, mentioned that for a little over two years they have sought the development of a public market in the Tri-Cities and started in Richland, WA. However, the City of Richland nixed the development and the group sought out other potential locations. The two locations are in Pasco and they meet some of the criteria of the Tri-Cities Market. The locations include downtown Pasco and the former Marine Terminal site.

The Market Group hired a consultant Aaron Zaretsky that worked on Pikes Place Market. Mr. Zaretsky is a passionate advocate for public markets and his consulting work has a track record of determining where public markets will work and where they will not work. Adam Brault believes that the public market will help many future startup businesses. Instead of having to put all of their savings into a big building with high overhead costs they are able to start in a smaller area. The public market model will entice a group of people to stop and walk around and visit multiple shops all in one area.

Rick White from the City of Pasco attended the meeting as well. The expectation is that the concept will become before the Pasco Council. Mr. White confirmed that the concept had not been before the Pasco City Council yet.

RECESS

At 11:17 a.m., Commissioner Ryckman recessed the meeting for ten minutes. At 11:27 a.m., the meeting was reconvened.

ITEMS FOR DISCUSSION

Learning Jet Report – Janese Thatcher from CBC provided a presentation regarding the Learning Jet – a decommissioned jet aircraft that is used to support STEM education. She discussed that she has created three “Learning Jet” programs in St. Paul, Minnesota, Liberal, Kansas, and Dayton, Ohio. Ms. Thatcher would like to put the Learning Jet across the street from the “Old Tower Museum” at the Airport Eastside. Columbia Basin College would put together the curriculum and education program for the Learning Jet. Administration and business would be handled by the CBC Foundation.

RECESS

At 11:55 a.m., Commissioner Ryckman recessed the meeting for five minutes for lunch. At 12:00 p.m., the meeting was reconvened.

EXECUTIVE SESSION

At 12:00 p.m., Commissioner Ryckman 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 to discuss with legal counsel representing the agency matters relating to Potential Legal Action. At 1:00 p.m. the regular meeting was reconvened.

EXECUTIVE/EXECUTIVE

At 1:00 p.m., Commissioner Ryckman announced that Commissioners and the Executive Director would go into executive session for fifteen minutes to review the performance of a public employee. At 1:15 p.m. the regular meeting was reconvened.

ITEMS FOR ACTION/CONSIDERATION

Salary Matrix – Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the updated salary ranges for the Port of Pasco Administration and Management positions effective January 1, through December 31, 2017. Motion passed unanimously.

| POSITION | MINIMUM | MAXIMUM |
|--|-----------|-----------|
| Executive Director | \$133,000 | \$180,00 |
| Director of Airports | \$106,600 | \$155,000 |
| Deputy Director of Airports | \$86,500 | \$117,500 |
| Director, Finance and Administration/Auditor | \$103,000 | \$155,000 |

| | | |
|--|----------|-----------|
| Director, Economic Development and Marketing | \$94,250 | \$126,000 |
| Director of Properties and Development | \$94,250 | \$126,000 |
| Facilities Engineer | \$64,500 | \$83,500 |
| Administration and Human Resource Generalist | \$61,000 | \$90,250 |
| Senior Accountant | \$54,000 | \$73,000 |
| Accountant | \$46,500 | \$62,500 |
| Maintenance Supervisor | \$67,000 | \$92,000 |
| Police Chief/Terminal Manager | \$67,000 | \$94,200 |
| Police Sargent | \$61,800 | \$80,000 |
| Property Manager | \$67,000 | \$94,200 |
| Business Manager | \$54,000 | \$71,600 |
| Administrative Assistant/Receptionist | \$40,200 | \$54,600 |
| Property Leasing Associate | \$54,000 | \$71,600 |

Commissioners confirmed the authority of the Executive Director to make salary adjustments for administration and management personnel within the salary ranges listed above. Furthermore, Commissioners confirmed they would retain salary action authority for the Executive Director and Director of Finance and Administration/Auditor.

New Union Agreement – Ms. O’Brien reported that management staff and labor bargaining units successfully negotiated new 6-year maintenance and guard union contracts with represented staff. The new contracts continue to use the “burdened” approach method of determining the salary and benefit package. Guards at the Airport were given a \$.50 an hour increase over the Big Pasco guards in recognition of their added duties. All increases fit within the 2017 budgeted amounts. Commissioner Klindworth moved and Commissioner Ryckman seconded to accept the union contracts for the next six years. Motion passed unanimously.

Airport Entrance Signage – Mr. Taft reported that staff received bids for the airport entrance sign and landscape project. All bids came with high prices, due to unknown electrical concerns and the cost of special materials. Adjustments have been made and project will rebid in approximately a month. Commissioner Klindworth moved and Commissioner Ryckman seconded to reject all bids and rebid the airport signage project at a later date. Motion carried unanimously.

JUB Supplemental Agreement #10 AIP-40, VOR – Staff went to Seattle to visit the FAA in November to discuss the upcoming CIP list. FAA also brought up that they would like a final report on the VOR project. They understand that it is an FAA project, but they would like a basic reporting outlining the project. JUB will compose the final report and the Port will be reimbursed at the standard FAA 90%. JUBs fee is \$5,500. This will bring our JUB total on this project to \$206,761. Staff also reached out to the FAA in regards to our reimbursement of funds relating to the VOR project and staff is still anticipating receipt of remaining funds at the beginning of 2017. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve JUB Supplemental Agreement #10 for the FAA VOR Relocation project in the amount of \$5,500. Motion carried unanimously.

JUB Design & Construction Agreement, East Ramp – Mr. Taft informed Commissioners that the east general aviation rehabilitation project will be 2017's AIP project. This project will consist of the removal and replacement of all of the concrete apron near the Sullins Jet Center. JUB Engineers will be providing the design and construction engineering for this project. Because this project is a Federally funded project we are required to complete an Independent Fee Evaluation (IFE). The IFE was conducted by Mead & Hunt and indicated that JUB was 26.6% higher than the evaluation. The FAA requires that the fee be within 10% of the IFE, so JUB made adjustments to their agreement to be more in line with the IFE completed by Mead & Hunt. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the agreement with JUB Engineers for the East General Aviation Apron and Design and Construction Management in the amount of \$761,940.00. Motion carried unanimously.

Landscape Bids – Mr. Taft reported to Commission that Landscape bids came in and they were all high. Unfortunately, plants are at a very high price during this time. Staff would like Commissioners to reject all bids and wait until spring when prices become more competitive. Commissioner Klindworth moved and Commissioner Ryckman seconded to reject all bids for landscape and design. Motion carried unanimously.

ITEMS FOR DISCUSSION

October 2016 Financial Statement – Mrs. O'Brien discussed the October 2016 Financial Statement.

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

Economic Development Report – Mr. Ballew reported that staff met with the new Mexican Consul, Dr. Roberto Dondisch. He was touring Pasco as an important community in Washington for the Consulate. Dr. Dondisch noted that a trade mission to Mexico is being planned.

Mr. Ballew also informed Commissioners that staff have continued to work hard on the development of OP Suites 103 & 106. This includes developing a staff report supporting pre-authorization for the award of bids. The bids came in higher than hoped, but less than authorized. Staff met with a local company that was interested in the remaining space, though they wanted the space combined into one suite versus two. This means a redesign of Suite 106, which meant working with the existing tenant on revising their space as well as discussions with the awarded contractor to confirm we could do the work without a spike in costs and still deliver a finished property per the lease schedule. It appears that this will work, although staff was still awaiting final numbers from the Contractor.

Airport Director's Report:

1. Mr. Taft showed the award received by the Airport for the Runway 12 Paving project.
2. Mr. Taft reported on the American Airlines and Alaska Airlines meeting in January. Comm. Ryckman will be attending the Alaska Airlines meeting.
3. Mr. Taft informed Commissioners that December 20, 2016 staff will be opening up the new checkpoint and staff will be putting up a clear plastic wall.

Eastern WA Ag Expo – Mr. Hayden brought to Commissioners attention that the 2017 Eastern Washington Ag Expo will be held at the TRAC facility on January 3 and 4, 2017. Commissioner Ryckman will be out of town during this expo.

Senior Staff Transition Planning – Mr. Hayden informed Commission that Ron Foraker and Linda O’Brien are planning to retire in 2017. They have both indicated that their last day of employment will be May 31st. To prepare for their departure, staff has put together a hiring schedule, a list of key responsibilities for cross training, updated job descriptions, and job advertisements.

ITEMS FOR INFORMATION/ NO DISCUSSION

Executed Items:

1. **StillWater, LLC Lease** This is a small drilling company located in Pasco that needs a laydown yard for their current and newly purchased equipment. Staff proposed a month to month lease, cash deposit in the amount of \$3,397.81 with a lease value of 18,067.08 per year. The Executive Director has signed the lease in accordance with Commission policy delegating authority as there were no lease deviations.

ITEMS NOT ON AGENDA

Mr. Foraker and Mr. Hayden met with a gentleman regarding Electric Cars outlets for the airport parking lot. At this time, the Tri-Cities does not have enough users, but once electric cars become more prominent Staff will consider adding in electric car outlets. Long Term Parking may get the outlets first.

Randy informed Commission that an article of how the Port finances the airport is in the Beacon.

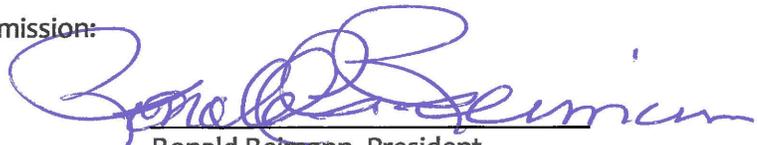
ITEMS FOR DISCUSSION

Terminal Building Expansion Project – Mr. Robison provided a quick update on the terminal expansion project. The Project is currently on schedule. Mr. Robison gave a tour to the Commissioners and staff of the Airport Terminal.

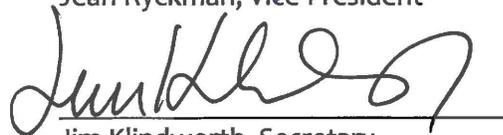
ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

Port of Pasco Commission:


Ronald Reimann, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary