

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at 1110 Osprey Pointe Blvd., Pasco, WA 99301  
January 12, 2017 | 10:30 a.m.

---

**CALL TO ORDER**

---

Commissioner Reimann called the meeting to order at 10:30 a.m.

Present: Commissioner Jean Ryckman, Commissioner Jim Klindworth, Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Director of Airports Ron Foraker, Deputy Director of Airports Buck Taft, Director of Finance & Administration Linda O'Brien, Director of Property Mayra Reyna, and Executive Assistant Vicky Keller

Excused: Director of Economic Development and Marketing Gary Ballew, Administrative Assistant Audrey Burney

Guests: Darren McEuin – Conover Insurance, Dave Robison – Strategic Construction Management, Matthew Branson

**ITEMS FOR ACTION/CONSIDERATION**

---

**Airport Liability Insurance** – Mr. McEuin, Conover Insurance, discussed the Airport Liability Insurance. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the airport liability insurance as presented. Motion passed unanimously.

**Terminal Building Expansion Project** - Mr. Robison informed Commission and staff that the project will be completed for the ribbon cutting event on January 27<sup>th</sup>. He presented for commissioner review and approval Change Order #19 and RCAR #17. Commissioner Klindworth moved and Commissioner Ryckman seconded to approve change order #19 for \$57,800.18 and RCAR #17 for \$10,337.63. Motion carried unanimously.

Mr. Hayden informed Commission that the Tri-Cities Airport Dedication event will be held on January 27, 2017 at 11:00 a.m. with public tours to follow that evening.

**RECESS**

---

At 10:47 a.m., Commissioner Reimann recessed the regular meeting to conduct the Economic Development Corporation meeting. At 10:53 a.m., the regular meeting was reconvened.

**APPROVAL OF AGENDA**

---

Mr. Hayden stated that the Airport has received Alaska Airlines operating agreement and asked that it be included in the discussion under Item 8.C Delta Airlines Operating Agreement. Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the agenda as amended. Motion carried unanimously.

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of December 08, 2016
- b) Special Meeting Minutes of December 13, 2016
- c) Vouchers & Warrants 86689 – 86874 in the amount of \$1,640,495.11
- d) 2017 Capital Budget



- Bulk Fuel Terminal Cleanup Group
    - Representative
    - Alternate
    - Alternate
    - Alternate

Jim Klindworth  
Ron Reimann  
Jean Ryckman  
Randy Hayden
  
- Columbia Basin Development League
    - Representative
    - Alternate
    - Alternate

Jim Klindworth  
Ron Reimann  
Jean Ryckman
  
- Community Economic Revitalization Board (CERB)

Randy Hayden
  
- Connell Chamber of Commerce

Jim Klindworth
  
- Connell North Franklin Development Association
    - Representative
    - Alternate

Jim Klindworth  
Gary Ballew
  
- Washington Economic Development Association
    - Representative

Gary Ballew
  
- Hispanic Chamber of Commerce
    - Representative
    - Representative
    - Alternate

Ron Reimann  
Gary Ballew  
Jim Klindworth
  
- Northwest Food Processors Association
    - Representative
    - Representative
    - Alternate
    - Alternate
    - Alternate

Mayra Reyna  
Gary Ballew  
Jim Klindworth  
Ron Reimann  
Jean Ryckman
  
- Pacific Northwest Waterways Association
    - Representative
    - Representative
    - Alternate
    - Alternate

Ron Reimann  
Randy Hayden  
Jean Ryckman  
Jim Klindworth
  
- Pasco Chamber of Commerce
    - Representative
    - Representative
    - Alternate
    - Alternate
    - Alternate

Ron Reimann  
Randy Hayden  
Jean Ryckman  
Jim Klindworth  
Mayra Reyna  
Gary Ballew

- Rivershore Enhancement Board
  - Representative Randy Hayden
  - Representative Tara White
  - Alternate Jim Klindworth
  - Alternate Jean Ryckman
  - Alternate Ron Reimann
  
- Tri-Cities Area Chamber of Commerce
  - Representative Randy Hayden
  - Alternate Jean Ryckman
  - Alternate Jim Klindworth
  - Alternate Ron Reimann
  
- TRIDEC Board
  - Representative Jean Ryckman
  - Alternate Ron Reimann
  
- Tri-Ports Board
  - Randy Hayden
  
- Tri-Cities Visitor & Convention Bureau
  - Board Member Ron Foraker
  - Alternate Randy Hayden
  - Alternate Jim Klindworth
  - Alternate Jean Ryckman
  - Alternate Ron Reimann
  
- Washington Airports Manager Association (WAMA)
  - Ron Foraker
  
- Great Northern Corridor Coalition
  - Randy Hayden
  
- Washington Public Ports Association
  - Trustee Jean Ryckman
  - Alternate Jim Klindworth
  - Alternate Ron Reimann

**Delta Airlines and Alaska Airlines Operating Agreement** - Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the Delta Airlines and Alaska Airlines Operating Agreements, which extends the term of their current agreements through December 31, 2019. Motion carried unanimously.

**Economic Development Services Interlocal Agreement** – Mr. Hayden stated that the City of Pasco would like to renew the Economic Development Services Interlocal Agreement for one year. Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to execute the Economic Development Services Interlocal Agreement with City of Pasco, and take such other actions as may be necessary to fulfill the terms of the agreement. Motion carried unanimously.

## **ITEMS FOR DISCUSSION**

---

**November 2016 Financial Statement** – Mrs. O’Brien discussed the November 2016 Financial Statement.

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

### **Airport Director’s Report:**

1. Mr. Foraker reported on the winter operations during this most recent snowstorm. The maintenance crew put in over 129 hours of overtime to keep the airport operational. He also stated that the FAA requires all NOTAMs be issued electronically to expedite the notification process for airlines. This process seems to be working well.
2. Mr. Foraker reported that sometime this spring the Airport will solicit Request for Qualifications for Airline Service Development at the Tri-Cities Airport.
3. Mr. Foraker reported that Columbia Basin Paper was the low-bid to provide all disposable paper products at the Tri-Cities Airport.
4. Year to date enplanements for 2016 were up 9% over 2015. Total enplanements for 2016 were 374,254, a 26,195-passenger increase over 2015 totals.

**Ag Hall of Fame** – Mr. Hayden informed Commissioners that Commissioner Ryckman will present the Visionary Award to former Port Director Jim Toomey, Former City of Pasco Administrator Gary Crutchfield, and former Franklin PUD Director Ken Sugden at the January 19, 2017 Ag Hall of Fame event.

## **ITEMS FOR INFORMATION/ NO DISCUSSION**

---

### **Executed Items:**

1. **LaFarge North America, Inc. Lease** – This is a rail license agreement, not to exceed 5 months, for 1,500 linear feet rail on track #450 in the Big Pasco Industrial Center for storage of surplus rail cars at the monthly published lease rate of \$3,750.00.
2. **Rick Dorman** – This is a month-to-month lease agreement for Building 1-69, #3 at the Tri-Cities Airport at the monthly published lease rate of \$192.69.

Mr. Ballew joined the commission meeting at 12:15 pm, and was present for the remainder of the meeting.

## **RECESS**

---

At 12:15 p.m., Commissioner Reimann recessed the meeting for fifteen minutes for lunch. At 12:30 p.m., the meeting was reconvened.

## **EXECUTIVE SESSION**

---

At 12:30 p.m., Commissioner Reimann announced that the board would go into executive session for twenty minutes 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 12:50 p.m. the regular meeting was reconvened.

## **ITEMS NOT ON AGENDA**

---

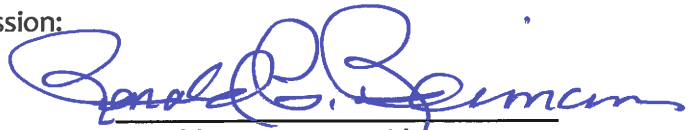
1. Mr. Hayden stated that with the Airport Expansion Project nearing completion, Darren McEuin and Linda O'Brien have completed a review of the value of the Tri-Cities Airport Terminal Facility for replacement value insurance coverage. The new valuation for the airport terminal is between \$60 million to \$75 million. After discussing the drivers used to achieve this new valuation, Commissioners agreed that the appropriate valuation amount would be \$70 million. Mrs. O'Brien and Mr. McEuin will communicate this information to Enduris. Mr. McEuin was asked to provide premium costs for higher deductibles, which will be shared at a future Commission meeting.

## **ADJOURNMENT**

---

The meeting adjourned at 1:20 pm

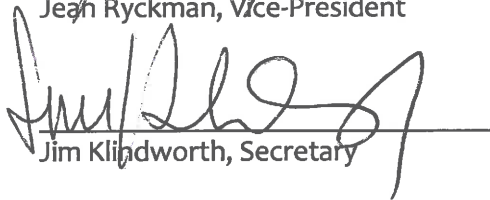
Port of Pasco Commission:



Ronald Reimann, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary