

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Pasco, WA 99301
April 27, 2017 | 10:30 a.m.

CALL TO ORDER

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

Present: Commissioner Ron Reimann, Commissioner Jim Klindworth, Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Director of Airports Ron Foraker, Director of Finance & Administration Linda O'Brien, Director of Economic Development and Marketing Gary Ballew, Director of Properties Mayra Reyna, and Administrative Assistant Audrey Burney

Excused: Commissioner Jean Ryckman, Deputy Director of Airports Buck Taft,

Guests: Sergio Alvarez and Kyle David – Alvarez Autos, Franklin Commissioner Brad Peck

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of April 10, 2017
- b) Vouchers & Warrants 87433 - 87612 in the amount of \$1,129,109.04
- c) Excuse Commissioner Jean Ryckman
- d) Interlocal Agreement with City of Pasco for Economic Development Services

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

ITEMS FOR DISCUSSION

W5B1 – Proposal – Mrs. Reyna introduced Sergio and Kyle with Alvarez Auto Sales to Commissioners. They are interested in leasing W5B1 and five plus acres for establishing an auto auction. Mr. Alvarez explained that he would like this to be an indoor auction and it is targeted to local dealers with the inventory being held across the street in a fenced yard until the day of the auction. He will fence in his inventory. Majority of the inventory are late model cars that have not been wrecked or compromised. He has had a few contractors give him quotes to update the warehouse and office space for his use. Commissioners directed staff to continue working on the lease.

ITEMS FOR ACTION/CONSIDERATION

Authorization to Award Bid Airport/Business Center Landscaping – Mr. Foraker informed Commissioners that On April 10, staff was authorized to approve the Airport Landscape project bids up to \$299,750. Staff received bids on April 10 and they exceeded the Commission approved amount. Prior to last commission meeting staff was given an engineer's estimate of \$270,165. It was discovered after the bidding process that the engineer had an error in the spreadsheet and the estimate left out the mobilization cost.

The actual engineers estimate is \$297,182.

Bagley Landscape: \$305,499.27

2F Enterprises: \$308,252.87

Jessies Lawn Maintenance: \$673,897.75

Commissioner Klindworth moved and Commissioner Reimann seconded to award the airport landscape project to Bagley Landscape for \$305,499.27 including Washington State sales tax. Motion carried unanimously.

Airport Wifi Agreement – Mr. Foraker reported that PocketiNet has provided free wireless internet (WiFi) to airport users for several years. With completion of the new terminal they updated all of the equipment associated with the WiFi system to enhance the overall passenger experience. They have proposed a 10-year term agreement that will provide service for public use throughout the terminal at no cost to the public or the Port. Each subscriber session will last for 3 hours with an 8 hour lockout between sessions. Staff studied the idea of advertising the ability to provide free WiFi at the airport and to receive some sort of revenue in return. Staff feels at this time we do not have the passenger traffic to justify this route. The 10-year agreement should give us the time needed to grow and staff can reassess at the end of the agreement. Commissioner Klindworth moved and Commissioner Reimann seconded to approve the Airport Wifi agreement with PocketiNet Communications. Motion carried unanimously.

Memorandum of Agreement for Public Market in Pasco – Mr. Ballew reported that the Port of Pasco and the City of Pasco are working together on the potential development of a Public Market in Pasco. The first step is a feasibility study looking at two potential locations. Downtown Pasco and the former Marine Terminal site adjacent to the Cable Bridge. Staff estimates the study will cost approximately \$30,000 based on previous work done by the Tri-Cities Public Market group. Commissioner Klindworth moved and Commissioner Reimann seconded to authorize the executive director to execute the Memorandum of 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

March 2017 Financial Statement – Mrs. O'Brien discussed the March 2017 Financial Statement.

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

Airport Director's Report:

Mr. Foraker reported on:

1. TSA requires new badges to be made when a certain percentage of total badges are not returned. Due to the airport terminal expansion project many badges have not been returned from the contractors. Mr. Barry Gilk, Port Chief of Police, has re-established new badges and there are approximately 500 badges for the Airport. There is a \$30 fee for each badge, staff is expecting the cost will be \$15,000 - \$20,000.
2. Due to the failure of the weather application FAA entered into a contract with the Franklin PUD to install new underground line to their FAA supply building. This contract does not involve the Airport or Port of Pasco.
3. He will be speaking to the Franklin County Republican Party on May 9th.
4. The Chief of Police Barry Gilk and officers are training and prepping for a "just in case" active shooter scenario.

5. Chris and Christine with CAS Properties own the FedEx buildings in the Tri-Cities and want to expand their FedEx location in Pasco. They have a bigger plane and the FedEx location is continuing to grow. Staff will be negotiating the lease with CAS properties.

RECESS

At 12:30 p.m., Commissioner Reimann recessed the meeting for ten minutes. At 12:40 p.m. the meeting was reconvened.

EXECUTIVE SESSION

At 12:40 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 to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party. Mr. Ballew announced on behalf of the Port of Pasco Commissioners that the executive session would be extended an additional 40 minutes. At 2:20 p.m. the meeting reconvened.

ITEMS FOR INFORMATION/NO DISCUSSION

EXECUTED LEASE – Pacific Northwest Aviation Museum and Historical Association (PNAM) has leased 1,050 square feet in the west side storage area of Building 142. This location was previously leased by Bergstrom Aircraft. The lease is a month to month agreement effective May 1, 2017. Lease value is \$1,690.68 for one year.

ITEMS NOT ON THE AGENDA

1. Mr. Hayden and Mr. Ballew reported on their meeting in Connell, WA with the North Franklin Development League. There was a good discussion regarding the Port making an investment in Connell and what the residents would like to have. Some ideas mentioned were an expanded library, a trucking school, more retail, and increased commercial access to broadband.
2. Mr. Ballew reminded Commission and staff that May 5th and 6th is the Cinco De Mayo festival in downtown Pasco and the Asparagus Festival is on May 6th.

EXECUTIVE SESSION

At 2:37 p.m., Commissioner Reimann announced that the board would go into executive session for 5 minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party. At 2:42 p.m. the meeting reconvened.

ADJOURNMENT

The meeting adjourned at 2:42 p.m.,

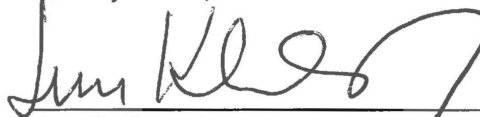
Port of Pasco Commission:



Ronald Reimann, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary