

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Pasco, WA 99301
May 11, 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, Commissioner Jean Ryckman, Port Counsel Dan Hultgren, Executive Director Randy Hayden, Director of Airports Ron Foraker, Director of Finance & Administration Linda O'Brien, Director of Finance & Administration Donna Watts, Deputy Director of Airports Buck Taft, Director of Economic Development and Marketing Gary Ballew, Director of Properties Mayra Reyna, and Administrative Assistant Audrey Burney

Guests: Cheryl Brandt - Enduris

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 May 11, 2017

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

PUBLIC HEARINGS & RESOLUTIONS

Resolution 1453, Change the date and time of 2nd meeting in July – Commissioner Klindworth moved and Commissioner Ryckman seconded to move the date and time of the second meeting in July to July 28, 2017 and to start the meeting at 9:00 a.m. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

Port of Pasco Personnel Policy Modifications – Mr. Hayden informed Commission that Ms. Keller has been working on some procedural changes for Policy 310, Full-Time Employee Benefit under the current policy 310. Port employees who exhaust their sick leave are required to use vacation without requiring pre-approval by the supervisor. This practice can create undue hardship to the daily functions of the affected department so Policy 310 has been modified to remove the vacation requirement when sick leave is exhausted. This will allow supervisors greater control in the management of staff and workload requirements.

Procedure 121, Employment Procedure: Section 5, Records: Added "Washington State Department of Retirement System Forms and Section 6, sources: Changed Section 6.1.1 as follows: "2012-2017 Labor Agreement between the Port of Pasco and (Union(s))" to "Current Labor Agreement between... (Union(s))".

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the stated modifications to the Port of Pasco personnel policies. Motion carried unanimously.

ITEMS FOR DISCUSSION

Economic Development Marketing Report – Mr. Ballew reported on:

1. The Port of Pasco has expanded their use on social media as a tool to get messages out.
2. Staff received notice that our CERB application was reduced from \$1.7M loan and \$.3M grant to \$1.9M loan and \$.1M grant due to the number of applicants for the May meeting. Staff determined that opportunity for full grant funding in July was better.

Long Term Lease with Investments – Mr. Ballew discussed balancing lease term with developer investment. Staff works on several land leases where the term is an important element in the lease negotiations. The Port, in general, favors shorter-term leases allowing greater flexibility for future development. The developer seeks longer-term leases so they can better capitalize investments they make on the property. There was general agreement that the amount of investment is one of multiple considerations that would be useful in land lease deliberations. Staff will prepare a set of guidelines to present for Commission approval at the next meeting.

Airport Director's Report:

Mr. Foraker reported on:

1. The Sixel Air Service just finished up the spring meeting in Florida, which was poorly attended. Mark Sixel, through an email has cancelled the fall conference that was going to be held in Tri-Cities the end of September. However, Jack Penning who left Sixel Air Service mentioned that he may try to do an Air Service conference in Tri-Cities, WA. He isn't sure if it will happen Fall of 2017 or Spring of 2018.
2. We are advertising the East Apron Replacement project over the next several Sundays until bid opening May 31st. The engineer's estimate is \$5.5 million.
3. We had significant lightning damage on the airfield that occurred the evening of May 4th. Damages at this time are expected to run \$13,000.
4. Passenger enplanements for the month of April showed a slight loss of -1% and year to date at a zero growth rate.

Mr. Taft reported on:

1. His attendance at the annual Allegiant meeting in Las Vegas. He learned how the Tri-Cities Airport ranks with all of their other airports that Allegiant fly's serves. They rate their airport from "good", "okay", and "not performing". Tri-Cities airport is in the higher cost range of "okay" after increasing the square footage of the terminal. Having said that the Tri-Cities is being considered for year round LAX flights.
2. Buck also attended the annual AAAE Conference held in Los Angeles. Many national initiatives were discussed at this meeting including PFC legislation that would replace fees for multiple legs of a trip to a single fee for the originating airport.

RECESS

At 12:18 p.m., Commissioner Reimann recessed the meeting for twelve minutes. 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 One hour to consider the selection of a site or the acquisition of real estate by lease or purchase, 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. At 1:30 p.m. the meeting reconvened.

ITEMS FOR INFORMATION/NO DISCUSSION

EXECUTED LEASE – CC Commercial Curbing of Tri-Cities is a new lease for .25 acres located at the corner of Stearman Ave and Dynamics St at the Airport Industrial Park. This is a month to month land lease. The tenant will be providing temporary fencing around the perimeter of the lot. Lease value is \$153.75 per month. Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

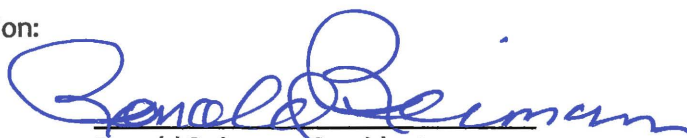
ITEMS NOT ON THE AGENDA

1. Mr. Hayden mentioned that he and a group of local river system advocates will be meeting with new Tridec Federal Affairs Director David Reploeg to brief him on river issues.
2. Mr. Hayden introduced our new tenant in Osprey Point, Marge Plummage, with Representative Bill Jenkin 16th district.

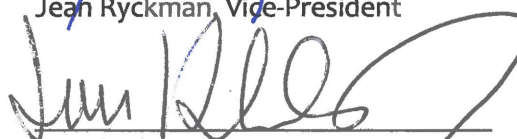
ADJOURNMENT

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

Port of Pasco Commission:


Ronald Reimann, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary

