

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

CALL TO ORDER

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

Present: Commissioner Jim Klindworth, Commissioner Jean Ryckman, Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Director of Airports Buck Taft, Director of Properties Mayra Reyna, Director of Finance Donna Watts, Deputy Director of Airports Don Faley, and Administrative Assistant Audrey Burney

Excused: Director of Economic Development and Marketing Gary Ballew

Guests: Darren McEuin, from Conover Insurance and Cheryl Brandt, from Enduris

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of July 28, 2017.
- b) Special Meeting Minutes of August 2, 2017.
- c) Vouchers and Warrants #88336 - 88395 in the amount of \$544,580.47.
- d) Warehouse 6, Bay4 Lighting Upgrade Project – Accept as complete.
- e) Tri-Cities Airport Entry Overhead Lane Sign Revision Project – Accept as complete.

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

PUBLIC HEARINGS & RESOLUTIONS

Public Records Act Resolutions

1. **Public Hearing** – Commissioner Ryckman recessed the meeting at 10:35 a.m. and opened the Public Hearing regarding the Public Records Act. Ms. Keller explained to Commissioners the proposed changes to the resolutions governing the Port of Pasco Public Records Act, and the establishment of Rules for Inspection and Copying of Public Records. Commissioner Ryckman invited the public comment, but none was received. Commissioner Ryckman closed the Public hearing at 10:39 a.m. and reopened the Commission meeting at 10:39 a.m.
2. **Resolution 1461 – Port of Pasco Public Records Act** – Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1461 The Public Records Act Policy for the Port of Pasco. Motion carried unanimously.
3. **Resolution 1462 – Establishing rules for inspection and copying of Port of Pasco public records** – Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1462 establishing rules for inspection and copying of Port of Pasco public records. Motion carried unanimously.

Resolution 1463 – Changing the meeting location of the second meeting in September –

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1463 changing the location of the second regularly scheduled Commission meeting in September 2017 to the Tri-Cities Airport. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

Port of Pasco Property Renewal – Darren McEuin, from Conover and Cheryl Brandt, with Enduris discussed the property insurance renewal for 2017/2018. Commissioner Klindworth moved and Commissioner Ryckman seconded to accept Enduris Insurance for the 2018 policy year effective September 1, 2017 to August 31, 2018 for liability (non-aviation), property, and auto physical damage. Motion carried unanimously.

CERB Grant – Mr. Hayden informed Commissioners that staff received the CERB initial Offer of Financial Aid. It is a letter of intent or offer and in no way binds the Port of Pasco to a final contract with CERB. No commitment is made until a final contract is executed between the parties, and there will not be a final contract until the Port and Battelle/PNNL enter into a lease for the hangar.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to execute the initial offer of Financial Aid with the CERB program to construct a hangar at the Airport Business Center. Motion carried unanimously.

ITEMS FOR DISCUSSION

Airport Directors Report:

Mr. Taft reported on:

1. Enplanements are up 5% for the month and 2% for the year.
2. Staff may be starting the Airport Master Plan early this year to align projects with the City and County and their comprehensive plans.
3. The airport is discussing setting up a Holiday tree at the airport terminal. Mr. Hultgren indicated that displays such as holiday trees are allowed as long as they do not promote a particular religion or are reflective of the historical traditions of the area.

Preliminary 2018 Budget Preparation Schedule – Mrs. Watts provided the Preliminary 2018 Budget Preparation Schedule. Commission and staff adjusted a few of the dates on the schedule.

Commission Vacancy – Mr. Hayden informed Commission that Franklin County has opened the special three-day filing period for the Port District 1 position. Candidates can file for the position August 9 – 11, 2017. People that file will be placed on the ballot for November and the highest vote getter will be elected to the seat for the six-year term.

Should no person file during this special filing period, the Port of Pasco Commission will have 90 days to appoint a person to fill the open District 1 seat. This commission appointee will sit only until the next Port general election in 2019.

ITEMS FOR INFORMATION/NO DISCUSSION

Executed Leases: The Executive Director has signed the lease(s) in accordance with Commission policy delegating authority as there were no lease deviations.

1. **Goodwill Industries** – This is the third lease with Goodwill. It is a partial warehouse space adjacent to what they already have leased in Warehouse 3 Bay 3. This lease is for 7,200 sf in the SE corner of the building and is on a month-to-month basis. Lease value is \$1,530.00 per month.

2. USA Drywall LLC – This is a month-to-month lease for the building located at 720 W River in the Marine Terminal. The tenant will be using it as an office and shop for a drywall company. Lease value is \$6,306.3 per year.
3. Panchos Heating & Cooling, LLC – A local HVAC company that has outgrown their operation in the garage of their home. This is a month-to-month lease at 812 W. Washington in the Marine Terminal. Lease value is \$9,840.00 per year.

ITEMS NOT ON THE AGENDA

1. Mr. Hayden reported:
 - a) There will be a Water Rights presentation at the next meeting.
 - b) Mr. Hayden will be attending Connell city meeting in September. There will be discussion on the Port of Pasco's investment. Commissioner Ryckman will be attending that meeting.
 - c) Mr. Hayden attended the Tridec reception with the Congressional staff. PNWA took them on a tour of the Tidewater facility on the Snake River.

Mr. Taft reported:

- a) Jo Eckert with Senator Murrays office will be touring the Airport on Friday.

Mrs. Reyna reported:

- a) She has not heard from Alvarez Auto Sales' regarding their Auto Auction.
- b) There will be a Crawdad feed tonight at Osprey Pointe and the Pasco Chamber is putting it on.
- c) City of Pasco has been in contact with her and they are interested in leasing the small area behind the Wagenaar Center to build a fire training center.

RECESS

At 11:53 a.m., Commissioner Ryckman recessed the meeting for a seventeen-minute break. At 12:10 a.m. the meeting was reconvened.


EXECUTIVE SESSION

At 12:10 a.m., Commissioner Ryckman announced that the board would go into executive session for thirty-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 likely to become a party. At 12:40 p.m. Mr. Taft announced on behalf of the Port of Pasco Commissioners that executive session would be extended an additional 10 minutes. At 12:50 p.m. Mr. Taft announced on behalf of the Port of Pasco Commissioners that executive session would be extended an additional 10 minutes. At 1:00 p.m. the meeting reconvened.

ADJOURNMENT

The meeting adjourned at 1:02 p.m.,

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President