

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at 1110 Osprey Pointe Blvd., Suite 201., Pasco, WA 99301  
November 21, 2017 | 10:30 a.m.

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**CALL TO ORDER**

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

**Present:** Commissioner Jim Klindworth, Commissioner Jean Ryckman, Commissioner Vicki Gordon, Port Counsel Dan Hultgren, Executive Director Randy Hayden, Director of Airports Buck Taft, Director of Finance Donna Watts, Deputy Director of Airports Don Faley, and Administrative Assistant Audrey Burney

**Absent:** Director of Properties Mayra Reyna

**Guests:** Steve Horton, Rella Reimann and Tim Nies

**APPROVAL OF AGENDA**

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Commissioner Gordon moved and Commissioner Klindworth seconded to approve the agenda as amended with the addition of item 8E Battelle Hangar Lease. Motion carried unanimously.

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of October 21, 2017.
- b) Vouchers and Warrants #88848 - 89005 in the amount of \$1,312,364.44.

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

**PUBLIC HEARINGS & RESOLUTIONS**

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**Resolution 1468 Ron Reimann** – Commissioner Klindworth moved and Commissioner Gordon seconded to adopt Resolution 1468, In Commemoration of Commissioner Ron Reimann, Port of Pasco 2012 - 2017. Motion carried unanimously.

**Resolution 1469 2018 Medical Reimbursement Plan** – Commissioner Gordon moved and Commissioner Klindworth seconded to adopt Resolution 1469, reauthorizing the Port of Pasco Medical Reimbursement Plan, changing the eligibility period to calendar year January 1, 2018 to December 31, 2018, and authorizing Verde services to administer this plan for the Port of Pasco. Motion carried unanimously.

**ITEMS FOR ACTION/CONSIDERATION**

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**Committee Assignments** – Commissioner Jim Klindworth will be the representative for Airports International Council and Jean Ryckman will be an alternate. Commissioners wanted to add Northwest Rivers Partner to the list and Jim Klindworth will be the representative.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the 2018 Committee Assignments as changed. Motion carried unanimously.

## **PUBLIC HEARINGS & RESOLUTIONS**

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**Public Budget Hearing.** – At 10:55 a.m. Commissioner Ryckman recessed the regular meeting and opened the public hearing on the Excess Levy, Tax Levy and Budget for 2017.

Notice of this hearing was published in the Tri-City Herald on November 7 and 14, 2017.

Commissioner Ryckman asked members of the public to comment or present written comments on the proposed Excess Levy, tax levy and budget. There was no one who wished to provide public comments.

Commissioner Ryckman declared the public hearing closed and reconvened the regular meeting at 10:56 a.m.

## **ITEMS FOR ACTION/CONSIDERATION**

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**Resolution 1470, Tax Levy and Resolution 1471, Port of Pasco 2018 Budget** – After a discussion on the new construction tax levy estimate, Commissioner Klindworth moved and Commissioner Gordon seconded to adopt Resolution 1470 authorizing an increase in property tax levy in the amount of \$20,120.64, which is a percentage increase of 1% from the previous year and in addition any new construction and to approve Resolution 1471, adopting the 2017 Port of Pasco Budget. Motion carried unanimously.

**Rates & Charges** - Mrs. Watts updated Commissioners that staff has been working with Steve Horton on the 2018 airline rates and charges calculations and that minimum lease rates would be discussed during Executive Session.

## **EXECUTIVE SESSION**

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At 11:05 a.m., Commissioner Ryckman announced that the board would go into executive session for twenty minutes to consider minimum price at which real estate will be offered for sale or lease. At 11:25 a.m. Mr. Taft announced on behalf of the Port of Pasco Commissioners that the executive session would be extended for an additional ten minutes. At 11:35 a.m. Mr. Taft announced on behalf of the Port of Pasco Commissioners that the executive session would be extended for an additional ten minutes. At 11:45 a.m. the meeting reconvened.

## **RECESS**

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At 11:48 a.m., Commissioner Ryckman recessed the meeting for fifteen minutes for lunch. At 12:02 p.m. the meeting was reconvened.

## **ITEMS FOR ACTION/CONSIDERATION**

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**Retiree Medical Reimbursement Plan** – Ms. Keller informed Commissioners that in 1979, the Port of Pasco established a policy wherein the Port Pays 100% of the medical insurance premiums for qualified Port employees, and their spouses, who have retired from the Port of Pasco. In 2012, the motion was revised to read: “eligible retired employee and spouse as described in the February 9, 2012 minutes, will be entitled to receive an individual plan that most closely resembles the Port’s medical plan but not to exceed the premiums paid for active employees. The Port reserves the right to have final say on the plan. Employees hired after January 1, 2008 would not be eligible for the plan.”

Today, insurance premiums for Port employees are based on group rates, while individual insurance plans are based on the age of the individual, therefore premiums for individual plans are higher than allowed by policy. Upon discussion, Commissioner's reconfirmed that premiums for retirees would be paid in accordance with policy as set forth on December 9, 2012 and that current retirees should be give a 1 year notice that the Port would be abiding by the policy.

## **PUBLIC HEARINGS & RESOLUTIONS**

### **ITEMS FOR ACTION/CONSIDERATION**

**Port of Pasco 2018 Salary Range Matrix** – Commissioner Gordon moved and Commissioner Klindworth Seconded to approve the updated salary ranges for the Port of Pasco Administration and Management positions effective January 1, through December 31, 2018. Motion passed unanimously.

<b>2018 Port of Pasco Salary Ranges</b>		
<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Executive Director	\$133,000	\$182,800
Director of Airports	\$106,600	\$155,000
Deputy Director of Airports	\$86,500	\$119,300
Director of Finance/Auditor	\$103,000	\$155,000
Director of Economic Development and Marketing	\$94,250	\$127,900
Director of Properties	\$94,250	\$127,900
Facilities Engineer	\$64,500	\$84,800
Administration and Human Resource Generalist	\$61,000	\$91,600
Senior Accountant	\$54,000	\$73,000
Accounting Clerk	\$46,500	\$62,500
Maintenance Supervisor	\$67,000	\$93,500
Police Chief/Terminal Manager	\$67,000	\$95,600
Police Sergeant	\$61,800	\$80,000
Business Manager	\$54,000	\$72,700
Administrative Assistant/Property Leasing Associate	\$45,000	\$60,000
Administrative Assistant/Receptionist	\$40,200	\$54,600

Commissioners confirmed the authority of the Executive Director to make salary adjustments for the 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.

**Mead & Hunt TSA Agreement** – Mr. Faley brought forward a Task Order #11 for the not-to-exceed amount of \$359,953.00, with the actual out of pocket expense to the Port for \$17,997.47 and the remainder paid by a TSA grant. This amount has been approved by the GSA/TSA as an acceptable amount for this project.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the Mead & Hunt Task Order #11 for construction administration for the Outbound Inline Baggage System Construction Project, for the not-to-exceed amount of \$359,953.00. Motion passed unanimously.

**Battelle Hangar Lease** – Commissioner Klindworth moved and Commissioner Gordon seconded to

authorize the Executive Director to submit a Battelle Hangar Request for Proposal (RFP) with the review of Port Counsel. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**October 2017 Financial Statement** – Mrs. Watts discussed the financial statement

**Tenant Delinquent List** – Mrs. Watts discussed the Tenant Delinquent List.

**Broker Policy** – Mr. Ballew informed Commissioners that staff believes that the 2015 revised broker policy is having a positive impact, it is increasing occupancy and revenues to the Port. In light of recent payments to brokers, staff wanted to revisit the policy with Commissioners. Commissioners indicated they were satisfied with the broker policy as currently written.

### **Airport Director's Report**

Mr. Taft reported:

1. Monthly stats are flat, with a 1 % increase for the year.
2. FAA 804 study regarding the relocation of Pasco TRACON to Spokane, Washington has been approved by Congress without change.
3. Staff is gearing up for Holiday Travelers.
4. Airport passengers have not had to wait for more than 17 minutes in the TSA line for their flight.
5. ASOS is fixed.

### **Executive Director's Report**

Mr. Hayden reported:

1. That he and Commissioner Klindworth and Gary Ballew attended a Columbia Basin Development League meeting. He reported that there were some items of interest, including discussion regarding the renewal of the Columbia River Treaty with Canada, which could have major impacts to our region.
2. State of the Ports is Wednesday, November 29, 2017 and staff will be showing a 2 minute video
3. The agenda for the December 5 workshop and December 7 meeting will be the same.
4. Staff met with DNR and their appraiser. Staff provided the appraiser additional information regarding the cost of infrastructure for industrial development and how that may impact their original appraisal.

### **Other Reports**

Mr. Ballew reported:

1. Public Markets: two firms submitted qualifications for the feasibility work. Staff worked with the City of Pasco and the Tri-Cities Public Market in the selection of the preferred candidate.
2. Hotel Project at the Tri-Cities Airport Business Center has progressed. The company is meeting with their financial institution and staff is predicting that we may hear from the institution regarding recommended changes in the lease language..
3. Staff uploaded the Holiday Travel Video on the Tri-Cities Airport Facebook page. The video went viral organically (no paid boost) and had a reach of over 10,000 views.

## **ITEMS NOT FOR DISCUSSION**

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**Executed Items:** The Executive Director has signed the following agreements in accordance with the Port's delegation of authority policy as there were no deviations.

1. **DAP Arrow LLC** – DAP AERO LLC has leased T-Hangar Space 1-76 #13, effective October 23, 2017. Published lease rate \$192.69/month, lease value annually is \$2,312.28
2. **Pacific NW Aviation Museum** - Pacific NW Aviation Museum leases space on the first floor in Building 72. They have requested to add the second floor to their leased space. An amendment was prepared to add the second floor space and 157 square feet around the stairway that was previously leased by Apollo. Proposed lease rate is \$644.67/month. Lease term is 5 years and lease value for the term is \$20,629.44.

## **RECESS**

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At 2:17 p.m., Commissioner Ryckman recessed the meeting for five minutes. At 2:22 p.m. the meeting was reconvened.

## **EXECUTIVE SESSION**

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At 2:22 p.m., Commissioner Ryckman announced that the board would go into executive session for thirty minutes to review the performance of a public employee. At 2:52 p.m. the meeting reconvened.

**Performance Evaluations** – Commissioner Klindworth move and Commissioner Gordon seconded to approve the salary adjustments effective January 1, 2018 as follows:

Executive Director – a new salary of \$172,600.00

Director of Finance – a new salary of \$107,600.00

Motion passed unanimously.

## **ADJOURNMENT**

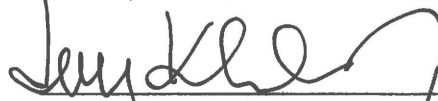
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The meeting adjourned at 2:54 p.m.,

Port of Pasco Commission:



Jean Ryckman, President



Jim Klindworth, Vice-President



Vicki Gordon, Secretary

