

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at 1110 Osprey Pointe Blvd., Suite 201., Pasco, WA 99301
July 31, 2018 | 10:30 a.m.

CALL TO ORDER

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

Present: Commissioner Jean Ryckman, Commissioner Jim Klindworth, Commissioner Vicki Gordon, Executive Director Randy Hayden, Port Counsel Dan Hultgrenn, Director of Economic Development Gary Ballew, Director of Properties Mayra Reyna, Director of Finance Donna Watts, Director of Airports Buck Taft, Deputy Director of Airports Don Faley and Executive Assistant Vicky Keller

Excused: Administrative Assistant Audrey Burney

Guests: Thomas Kastner and Paul Giever – Meier Inc., Vernon Loveless – Integrity Systems, LLC , Michael Morales - City of Pasco

APPROVAL OF AGENDA

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the agenda with the addition of Item 7.A EDA Grant Application Authorization. Motion carried unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of July 11, 2018
 - b) Vouchers and Warrants #90308 - 90460 in the amount of \$3,455,052.02
 - c) Tri-Cities Airport Building 68 Re-Roof – Certificate of Completion
 - d) Big Pasco Industrial Center Warehouse 5 Bay 4 Concrete Docks & Canopies – Certificate of Completion
 - e) Big Pasco Industrial Center Entryway Signage Oregon Avenue – Certificate of Completion
- Commissioner Gordon moved and Commissioner Ryckman seconded to approve the consent agenda. Motion carried unanimously.

ITEMS FOR DISCUSSION

Port/Airport Financing Reconciliation – Mr. Loveless, Integrity Systems, was contracted to perform an analysis of the Port’s cash flows between the Port and the Airport between 2012 through 2017. He stated that his review, and the Port’s Director of Finance analysis, both show that the airport used in excess of \$3,000,000 of general port funds for various airport expenses.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve Resolution 1487 directing the airport to reimburse the Port general fund \$3,000,000 for capital contributions and operating expenses between July 31, 2012 through December 31, 2017 paid from the Port’s general fund. Motion carried unanimously.

RECESS

Tenant Appreciation BBQ – At 11:37 a.m., Commissioner Ryckman announced the meeting would recess until 1:30 p.m. to attend the Big Pasco Industrial Center annual tenant appreciation BBQ. At 1:30 p.m. the regular meeting was reconvened.

PUBLIC HEARINGS & RESOLUTIONS

EDA Grant Application Authorization – The Port has an opportunity to submit an application to the Economic Development Administration for a Grant that would allow the Port to consolidate 16 years of paving improvement projects and storm drain installation in Big Pasco into one 24-month project. The Big Pasco roads were damaged in the 2016 snow melt event due to inadequate storm water management facilities. The grant will provide the opportunity to rebuild the roads and increase the resiliency of Big Pasco. The grant funding is 80/20 match.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1488 authorizing an application to the Economic Development Administration for construction assistance FY 2018 disaster supplemental. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

Rental Car Amendments – Mr. Taft explained that the current Car Rental Agreements expire October 31, 2018. Staff proposed extending the agreements to December 31, 2021. Car Rentals will pay the same counter rent as the airlines, which is adjusted each year. They also have a Minimum Annual Guarantee that if exceeded they will then pay 10% on gross sales. Mr. Taft also an proposed an increase in parking space rent from \$2.00 to \$2.11/space/day, updated the FAA non-discrimination language and updated and clarified the Airport Concessions Disadvantaged Business Enterprise (ACDBE) goal, reporting requirements and timelines.

Based upon this recommendation, Commissioner Klindworth moved and Commissioner Gordon seconded to approve the agreement amendment with the changes outlined, and authorize the Executive Director to execute the agreements. Motion carried unanimously.

Connell Visitor Center – Mr. Hayden reported that Meier Inc. submitted a favorable design proposal for the Connell Visitors Center. Commissioner Gordon moved and Commissioner Klindworth seconded to approve the Professional Services Agreement with Meier Inc., in the amount of \$25,000. Motion carried unanimously.

Farm 2005 Avigation Easement – Mr. Hayden reported that the Port has talked with two of the property owners regarding the proposed Avigation Easement. They appear favorable to granting the easement, but have not provided formal approval. Upon further discussion, Commissioner Klindworth moved and Commissioner Gordon seconded to give the Executive Director authority to sign a conditional letter stating the Port will rescind resolutions passed in opposition to the Urban Growth Area expansion if the property owners sign an Avigation Easement. Motion carried unanimously.

Association Assignments – Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the addition of the Hanford Area Economic Investment Fund Advisory Committee to the Port of Pasco Association Assignments and name Commissioner Klindworth as the Port's representative to this committee. Motion carried unanimously.

ITEMS FOR DISCUSSION - Continued

June Financial Report – Mrs. Watts presented and discussed the June financial reports.

Quarterly Report – Mrs. Watts presented and discussed the 2nd quarter financial report.

Director Reports:

1. Executive Director
 - a. Over the next several weeks, there will be a series of Op Eds published in papers on the value of the river system leading up to the Riverfest event.
 - b. Energy Northwest will provide a tour of the Columbia Generating Station, and PNWA and the Port of Pasco will provide a tour of Ice Harbor Dam to state legislators on September 7, the day prior to the Riverfest community event.
2. Airport Director
 - a. Delta Airlines has filed a request to add an additional flight to Seattle starting March 2019. No more information at this time.
 - b. Mr. Taft will take part in a demonstration of the Pasco Police Canine Unit during the September tenant BBQ at the Airport.
 - c. Airport maintenance has cleaned the Airport signage located on the Industrial Park entrance adjacent to 4th Avenue.
 - d. Mirroring a program operated at the Canton, Ohio airport, the Tri-Cities Airport is developing a community program that will allow parents with small children or special needs flyers to tour the airport in order to ease their anxiety and help them prepare to fly on a commercial airline.
 - e. The Airport Master Plan Advisory Committee has been identified, and up to four meetings will be held through the planning process. Commissioner Gordon will represent the Port Commission on this committee.
3. Development and Marketing Director:
 - a. In partnership with Eaty Gourmet, the Port has prepared a press release on the Osprey Pointe Development.
 - b. The Public Market survey has been completed and the final report is expected to be ready in September. Preliminary results indicate that 2,980 citizens submitted comment with 50% saying they were likely to visit the Downtown Pasco location frequently and 75% saying they were likely to visit the Marine Terminal location frequently. The final report will be presented to the Port Commission and Pasco City Council.

Commissioners Reports:

1. Commissioner Gordon:
 - a. Attended the Washington Public Ports Commissioners seminar and found the topics very interesting.
 - b. Attended the local Ozone Workshop at the Benton PUD facility.
 - c. Attended the Reach Museum for the presentation on the history of the Hanford site.
2. Commissioner Ryckman: Also attended the WPPA Commissioners seminar and expressed concern that Enduris refused to provide legal coverage for another port's Commissioners who were sued over port business. Enduris is an insurance company that provides coverage for a number of Washington State ports including the Port of Pasco.

ITEMS FOR INFORMATION/NO DISCUSSION

Executed Items: The Executive Director has signed the following agreements in accordance with the Port’s Delegation of Authority Policy.

1. **Contracted Emergency Dispatch Services Agreement** – Agreement with Benton County Emergency Services for emergency dispatch services at an approximate annual cost of \$1,791.00, depending on call rate.
2. **T-Hangar Lease – Fly to Dig, LLC** – This is a month-to-month agreement with Jacob Wray for T-Hangar 1-69 #5 at a monthly published lease rate of \$197.51, effective July 18, 2018.
3. **T-Hangar Lease – Brad Peck** – This is a month-to-month agreement with Brad Peck for T-Hangar 1-76 #15 at a monthly published lease rate of \$197.51, effective July 11, 2018.
4. **Two Rivers Terminal** – This is a 3-year lease renewal with Two Rivers Terminal for an acre of land north of Warehouse 2, Bays 1&2 at a published lease rate of \$400.00/acre/month.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

ADJOURNMENT

The meeting adjourned at 3:10 p.m.

Port of Pasco Commission:



Jean Ryckman, President



Jim Klindworth, Vice-President



Vicki Gordon, Secretary