

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at Michael Jays Restaurant, 710 S. Columbia Ave, Connell, WA 99326
August 23, 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 Properties Mayra Reyna, Director of Economic Development Gary Ballew, Director of Finance Donna Watts, Director of Airports Buck Taft, and Administrative Assistant Audrey Burney

Excused: Deputy Director of Airports Don Faley

Guests: Tony Hines – BHW1; Lee Barrow – City of Connell Mayor; Hallie Tuck – Assistant Public Works Director; Marissa Ortiz – Deputy City Clerk; Commissioner Bob Koch; Michelle Andres and Patrick Guettner – Pasco Residents

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of August 9, 2018
- b) Vouchers and Warrants # #90466 - 90558 in the amount of \$713,328.41

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

PUBLIC CITIZEN COMMENT

Michelle Andres spoke to Commission in regards to the Columbia-Snake River ESA Litigation.

PUBLIC HEARINGS & RESOLUTIONS

Resolution 1491 – Changing the meeting date of the first regular meeting in October –

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1491 authorizing to change the first regular scheduled Commission meeting from October 11, 2018 to October 9, 2018. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

4th Amendment to BHW1 Marketing Agreement – Mr. Ballew introduced Mr. Hines from BHW1. Mr. Hines reviewed the upcoming Football Flyaway campaign that BHW1 developed to promote the Tri-Cities Airport. BHW1 designed the campaign to increase market share of the Tri-Cities Airport in the Tri-Cities and the region.

Staff asked Commissioners to approve the 4th Amendment to the Marketing Agreement with BHW1 of Spokane to continue to provide marketing services to the Port. The proposed amendment will extend the agreement until August 2019 and add an additional \$85,000 to the agreement. This

amount is available in the 2018 Marketing Budget as approved and includes approximately \$65,000 in pass through for media buys.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the 4th Amendment to the Marketing Services Agreement with BHW1. Motion carried unanimously.

PUBLIC CITIZEN COMMENT

Connell Mayor Lee Barrow – informed Commissioners and staff a few things that are happening in Connell.

- Fall Festival in September
- New Visitor Center Site that will include:
 - Electric vehicle charging stations
 - Building local excitement for the project.
 - Perfect location to get people to drive through town
 - Integrated with walking path
- Lee Barrow will be working with the state to get highway signage that will be geared towards travelers.
- Rail Interchange – Connell staff is still working on this issue. They are trying to get more people involved, that way Connell isn't taking the full cost. There has been discussion with other organizations and groups.

ITEMS FOR ACTION/CONSIDERATION

Mid-Columbia Warehouse Lease – Mrs. Reyna has been negotiating with Mid-Columbia Warehouses for leasing Warehouse 1 Bay 1 and the attached concrete pad (W1B2). A modified proposal update from Mid-Columbia Warehouses increased their initial proposed monthly combined rate from \$7,900 to \$9,071. They are also requesting the Port Commission to waive their security deposit. Mid-Columbia Warehouses is currently the Port's oldest and largest tenant.

Rental rate for:

- | | |
|-------------------------------|------------------------|
| • Warehouse 1 Bay 1 | \$8,640.00 (\$.20 psf) |
| • Concrete Pad (W1B2) | \$432.00 (\$.01 psf) |
| • Projected 3-year total Rent | \$326,592.00 |

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to execute a lease with Mid-Columbia Warehouses at a reduced rate for Warehouse 1, Bays 1 & 2 for a term of 3 years with the security deposit being waived, and require Mid-Columbia Warehouses to make improvements to the warehouses at a cost not less than \$50,000 within a 1 year period from the first day of lease, otherwise, the lease rate will revert to the published rates. The Executive Director is authorized to make minor changes to the lease, with approval by the Port Attorney, as may be needed to finalize the agreement. Motion carried unanimously.

RECESS

At 12:00 noon, Commissioner Ryckman announced the meeting would recess for lunch. At 12:50 p.m. the regular meeting was reconvened.

Visitor Center Site Tour – Commission toured the New Visitor Center Site and returned to Michael Jays Restaurant at 1:15 p.m.

Director Reports:

1. Executive Director
 - a. Strategic Planning Meetings:
 - i. September 26 – Attendance will be Commissioners, Executive Director and Jim Darling
 - ii. October 17 – Attendance will be Commissioners and all Directors
2. Economic Development and Marketing Director
 - a. Event for Osprey Pointe – staff toured the group for the 2019 Wine Carnival around Osprey Pointe.
 - b. Staff is considering holding a Date Night on September 14th. Staff is still working on the logistics.
 - c. Battelle Hangar – pre contract conditions for CERB were completed and an agreement with CERB executed. Bids are due September 7th.
 - d. Grant with Economic Development Administration – grant was submitted on tight timeline, but we did get positive reviews and staff has been asked to make technical changes. Staff will need those changes submitted by September 7th. This grant rebuilds all roads in BPIC and adds storm water handling. The grant is for \$7.9 million and requires 20 percent match of funds.
3. Airport Director
 - a. Northwest Aviation Museum Ribbon Cutting is at 10 a.m. on Friday, August 24, 2018.
 - b. Discussed Military Operations at the Airport.
 - c. Contaminated soil testing on the GA Apron project was determined to be our best case scenario. Soil is being transferred to Spokane final estimate should be coming soon.
4. Finance Director:
 - a. Updated Commissioners regarding the Audit. Audit scope is of 2017 and there is a finance Audit, Single Audit, Accountability Audit and Estimated Cost Audit.
 - b. She will be providing a preliminary budget to staff by tomorrow evening.
5. Properties Director
 - a. Derrick Stricker, a local Real Estate Broker, has a client that may be interested in two full warehouse bays with a concrete pad. Staff will give more updates regarding these properties as discussions continue.
6. Commissioners Reports
 - a. Commissioner Gordon attended her first Tri-Cities Hispanic Chamber of Commerce Lunch meeting. She enjoyed the meeting.

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. **City of Pasco License Agreement** – City of Pasco’s Police Department had a SWAT Team Training Exercise involving Regional Police Departments in Warehouse 1 Bay 1, located at 1805 E Ainsworth on August 22, 2018.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

RECESS

At 2:40 p.m., Commissioner Ryckman announced the meeting would recess for 10 minutes. At 2:50 p.m. the regular meeting was reconvened.


EXECUTIVE SESSION

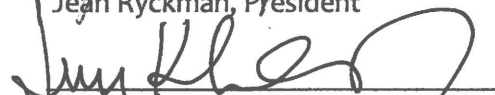
At 2:50 p.m., Commissioner Ryckman announced the board would go into executive session for ten minutes to discuss with legal counsel representing the agency litigation or potential litigation. At 3:00 p.m. the meeting was reconvened.


ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary