

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held at Osprey Pointe, 1110 Osprey Pointe Blvd., Suite 201, Pasco, WA 99301
September 6, 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 Airports Buck Taft, Director of Properties Mayra Reyna, Director of Economic Development Gary Ballew, Director of Finance Donna Watts, Deputy Director of Airports Don Faley, Human Resources Vicky Keller and Administrative Assistant Audrey Burney

Guests: Patrick Guettner – Pasco Resident

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 23, 2018
- b) Vouchers and Warrants # 90559 - 90637 in the amount of \$692,272.78

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the consent agenda with modifications to the minutes regarding the Mid-Columbia Warehouse Lease for Warehouse 1 Bay 1 and Bay 2. Motion carried unanimously.

PUBLIC CITIZEN COMMENT

Patrick Guettner commented on how considerate Mr. Taft has been with him regarding the military aircraft operation at the airport.

PUBLIC HEARINGS & RESOLUTIONS

Resolution 1492 – Supporting Compatible Land Use Planning to Enable Future Growth of the Tri-Cities Airport – Commissioner Gordon moved and Commissioner Klindworth seconded to approve Resolution 1492 withdrawing opposition to City UGA expansion for residential development for properties that have provided avigation easements. Motion carried unanimously.

Resolution 1493 – Changing the location of the second regularly scheduled commission meeting in September – Commissioner Klindworth moved and Commissioner Ryckman seconded to approved Resolution 1493 changing the location of the second regularly scheduled Commission meeting in September 2018 to the Tri-Cities Airport, 3601 N. 20th Avenue, Pasco, WA 99301. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION

2018 – 2019 Medical Insurance – Miss Keller reported that the Port received the renewal rates for the 2018-2019 medical and dental insurance. The premium renewal for Delta Dental of Washington did not change, staff recommended remaining with Delta Dental for 2018-2019 at the monthly premium

rate of \$5,215.30. The medical premium rate for the Port's current medical insurance plan through Washington State Farm Bureau came in at a 10.39% increase. Conover presented four comparable plans for Port of Pasco consideration.

On August 21, Conover met with Port employees and presented the medical plan comparisons. Port employees were engaged with the discussion and recommended moving to the Premiera-80-1500 Heritage Plus plan with a higher deductible and a premium increase of only 1.9%..

Commissioner Gordon moved and Commissioner Klindworth seconded to approve both the 2018-2019 insurance renewal with: Delta Dental of Washington at no premium increase and Washington State Farm Bureau and move to the Premiera PPO-80-1500 Heritage PLUS plan, and increasing the plan annual deductible to \$1,500 for an individual, and \$3,000 for a family, and out-of-pocket maximum to \$5,000 for an individual and \$10,000 for a family. Motion carried unanimously.

Dura-Shine Agreement – Mr. Taft informed Commission that the Port entered into an agreement with Dura-Shine Clean LLC in September 2016 for custodial services at the Tri-Cities Airport. They were the first private contractor used at the airport. The contract is for five years, with annual renewal extensions at the Ports' sole discretion.

Staff recommended approving the final three years of the agreement at this time. Dura-Shine has proven to be a great company. Commissioners elected to keep the annual renewal option, but delegate authority to the Executive Director or the Airport Director to execute the extensions each year.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director or Airport Director to execute the agreement renewals with Dura-Shine Clean LLC on an annual basis for the amount specified in the contract provided the Port can still cancel at Ports' discretion. Motion carried unanimously.

Battelle Hangar pre-approval of award – Mr. Faley informed Commissioners that the PNNL Aircraft Hangar bid opening is on September 11th. The architect cost estimate for construction of the new hangar is \$2,928,120.00 including Washington State Sales tax. Due to a time constraint, staff requested Commission approval to authorize the Executive Director to award the construction of the PNNL Aircraft Hangar.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to award the construction of the PNNL Aircraft Hangar to the lowest bidder, as long as the bid is no higher than 10% above the architect's estimate and the Port Director of Finance agrees that the Port has funds available for this project. Motion carried unanimously.

ITEMS FOR DISCUSSION

July 2018 Financial Statement – Mrs. Watts discussed July 2018 financial statement.

Delinquent Report – Mrs. Watts discussed the delinquent report.

Connell Investment Report – Commissioner Klindworth reported that Mr. Hayden and he attended a kick-off meeting in Connell to discuss the design of the North Franklin Visitors Center with city staff,

Mayor Lee Barrow, interested community groups, and Meier Architects. Approximately 20 people attended and the majority were excited about the project and provided good feedback.

Some comments:

- The visitor's center will have a railroad depot motif that complements existing downtown Connell buildings.
- The center will include an information/reception/office area; public restrooms accessible from interior and exterior of the building; and a meeting room with capacity for 40 people.
- Meier estimated the size of the building supported by the budget would be between 1,000 – 1,500 square feet.
- Additional funding could be available from other interested groups.
- Conceptual drawings will be prepared in two weeks and share with the group.
- Design should be complete by the end of October with ground breaking projected for Spring 2019.

Director Reports:

1. Executive Director
 - a. Couple of request for sponsorships:
 - i. Columbia Basin Development League
 - ii. Washington Policy Center to protect Snake River Dams
2. Airport Director
 - a. Airport Masterplan kicked off last week August 27 – 31. Should finish by the end of 2019 if FAA delays approvals it could drag into 2020.
 - b. Went on the record at the Franklin County Planning Commission regarding the City's UGA proposal.
 - c. Signed an agreement with Leibowitz and Horton for rates and charges.
 - d. Reached out to the art community for the Tri-Cities Airport 2019 display. Staff is looking for three separate artists for three open spots.
3. Economic Development and Marketing Director
 - a. Spoke to Scott Musser regarding being in violation of his lease. Musser Bros Auction has had their first auction and there was a construction trailer and a school bus parked out front. Scott Musser will be invited to attend the September 27th Commission meeting to discuss his lease.
 - b. Discussed the Football Flyaway campaign.
 - c. Spoke to Steve Warner with the Washington State Wine Commission about staff's plans regarding marketing wine country, Tri-Cities tourism, and the Tri-Cities Airport to Minnesota. He was excited about the opportunity.
 - d. Staff met with Port Attorney to review modifications to the proposed Master Development Agreement (MDA). Staff made modifications and sent it back for legal review. Staff then sent the proposed MDA to Leland Consulting, who will be reviewing the deal as part of the Port's team. Staff then sent the proposed MDA to Eaty Gourmet, indicating the draft is strawman for both parties.
4. Finance Director:

- a. Presented the 2017 Unaudited Financial Statements to the Commission. The 2017 Financial Statements are currently being audited by the Washington State Auditor's Office.
- b. Provided the 2019 revised budget schedule.

RECESS

At 12:55 p.m., Commissioner Ryckman announced the meeting would recess for lunch for fifteen minutes. At 1:10 p.m. the regular meeting was reconvened.

ITEMS FOR DISCUSSION

5. Properties Director
 - a. The first barge for PCA will be at the barge terminal on September 24, 2018.
 - b. Tri-City Delivery, Aromatics, and Leggari Products all have special projects going on in their leased spaces.
 - c. Pasco Jaycees – Haunted Forest is coming during the month of October 2018. Staff is working on signing a license agreement with Jaycees to allow them to use land at the Port as a parking lot during event.
 - d. Save the Date for the 80's Prom for the Tri-Cities Hispanic Chamber of Commerce on December 14, 2018.


CALENDAR OF EVENTS


Commissioners and staff discussed the calendar of events.

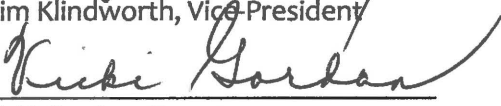
ADJOURNMENT

The meeting adjourned at 1:29 p.m.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary