

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at Port of Pasco, 1110 Osprey Pointe Blvd, Suite 201, Pasco, WA 99301  
January 10, 2019 | 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, and Administrative Assistant Audrey Burney

**Guests:** Kirt Shaffer – Tippett Company

**APPROVAL OF AGENDA**

---

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the agenda with added item 8.D. special meeting on January 28, 2019 at 7:00 p.m. at the City of Pasco. Motion carried unanimously.

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of December 13, 2018.
- b) Vouchers and Warrants #91192 - 91364 in the amount of \$897,103.01

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

**RECESS**

---

At 10:35 a.m., Commissioner Ryckman recessed the meeting to conduct the EDC Meeting. At 10:45 a.m. the regular meeting was reconvened.

**PUBLIC CITIZEN COMMENT**

---

Mr. Hayden provided appreciation from Franklin County Commissioner Brad Peck for including them at the ground breaking for the Battelle Hangar. Mr. Peck appreciates the working relationship that Franklin County and the Port of Pasco have with each other.

**PUBLIC HEARING & RESOLUTIONS**

---

**Resolution 1502 – Sale of Property no longer needed** – Mrs. Watts informed Commissioners that RCW 53.08.090 requires a resolution to be passed to authorize the managing official of the port district to sell and convey port district property of ten thousand dollars or less in value yearly. Commissioner Ryckman moved and Commissioner Gordon seconded to approved resolution 1502 Sale of Property no longer needed. Motion carried unanimously.

## **ITEMS FOR ACTION/CONSIDERATION**

---

**Committee Assignments** – Commissioners agreed to take HAEFIC off of the Committee list. Commissioner Ryckman moved and Commissioner Gordon seconded to approve the Committee Assignments. Motion carried unanimously.

## **ITEMS FOR ACTION/CONSIDERATION**

---

**Franklin County Counter lease Proposal** – Mrs. Reyna provided a counter lease proposal from Franklin County for the Franklin County Engineering Department building at the Airport Industrial Area. Franklin County is requesting a change that would allow either party to opt-out of the lease with a minimum of 365 days' notice, as well as additional language to the holding over article.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute an amended lease with Franklin County for a term of 5 years for Building 1-86 located at the corner of Stearman and Argent Street, at a current rate of \$3,932.25 for the building and land, with the security deposit waived per RCW 53.08.085. Additionally, Commissioners shall allow the inclusion of Article 23, providing an opt-out by either party with at least 365 days' notice. The Executive Director shall also be 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.

**Special Meeting – January 28, 2019** – Commissioner Ryckman moved and Commissioner Klindworth seconded to hold a joint meeting with the City of Pasco at the City of Council Chambers on January 28, 2019 at 7 p.m. regarding the Public Market and the Trade Mission with the State of Colima México. Motion carried unanimously.

## **RECESS**

---

At 11:30 a.m., Commissioner Ryckman recessed the meeting twenty-five minutes for lunch. At 11:55 a.m. the meeting was reconvened.

## **ITEMS FOR DISCUSSION**

---

**Property Acquisition** – Mr. Shaffer with Tippett Company discussed land north of Pasco for purchase. The land available is between 150 and 300 acres.

## **EXECUTIVE SESSION**

---

At 12:00 p.m., Commissioner Ryckman announced the board would go into executive session for twenty-five minutes to consider the selection of a site or the acquisition of real estate by lease or purchase and to consider the minimum price for a real estate purchase. At 12:25 p.m., Mr. Taft announced on behalf of the Port of Pasco Commissioners that the executive session would be extended for an additional five minutes. At 12:30 p.m., Mr. Taft announced on behalf of the Port of Pasco Commissioners that the executive session would be extended for an additional five minutes. At 12:35 p.m., the meeting reconvened.

## ITEMS FOR DISCUSSION (cont'd)

---

**Property Acquisition (Cont'd)** – Commission, Staff, Port Counsel and Kirt Shaffer discussed financing options and amount of land to be acquired. Commissioners directed Mr. Shaffer to discuss with the sellers options regarding financing, timing, sale price and lease back rate.

**November Financial Statement** - Ms. Watts discussed the November 2018 financial statement.

**Tenant Delinquent List** – Ms. Watts discussed the delinquent report.

## ITEMS FOR DISCUSSION

---

### Director Reports:

1. Executive Director
  - a. State-wide broadband – A group of Port staff gathered in Tacoma to discuss ideas for adding broadband in Washington State. WPPA will be asked to form a sub-committee to further develop broadband goals.
  - b. Mr. Hayden will be traveling to Olympia next week to lobby for CERB funding.
  - c. March 9 – 14 Randy will be attending PNWA 2019 Mission to DC. Commissioner Gordon and Commissioner Ryckman will be attending as well.
  - d. Mr. Hayden has joined the United Way board.
  - e. The Riverfest group will be meeting with the Tri-City Herald editorial board on January 22<sup>nd</sup> to present the value of the Snake River dams.
2. Airport Director
  - a. Jack Penning, Carl Adrian and Buck Taft met with United Airlines and discussed:
    1. Denver – 4<sup>th</sup> flight came up in discussion.
    2. San Francisco – the flight that was moved to the morning is booking better and they are happy with the numbers.
    3. Los Angeles – is performing well.
    4. Chicago is an option.
  - b. Ms. White, Mr. Hultgrenn and Mr. Taft have been working together regarding bring therapy puppies in to the airport terminal.
  - c. Government shutdown is only slightly affecting the TSA and FAA Air Traffic Controllers. For now they are working, but not getting paid.
  - d. Airline Updated Stats:
    1. Enplanements are up 15% for the month and up 5% for the year. For the month of December:
      1. Alaska is up 47%
      2. Allegiant is up 15%
      3. Delta is down 4%
      4. United is up 16%
  - e. The City of Pasco spoke with Mr. Taft in regards to putting in a bike path and shade structures at the Big Cross Track. Commission thinks this is a great idea.
3. Economic Development and Marketing Director
  - a. Met with TRIDEC and discussed ADO study. The discussion included the methodology, ADO models and TRIDEC provided additional information that will

assist in the study. We compiled the information provided by TRIDEC and researched multi-county ADO's for the study and developed questions to assist with the SWOT analysis.

- b. The Government shutdown impacts:
  1. Housing and Urban Development regarding Hub Zone designation status affecting a tenant.
  2. Economic Development Administration grant lead is furloughed. He wanted to review the A&E RFQ prior to publishing.

## **RECESS**

---

At 1:35 p.m., Commissioner Ryckman recessed the meeting for a five-minute break. At 1:40 p.m., the meeting was reconvened.

## **ITEMS FOR DISCUSSION (Cont'd)**

---

### **Director Reports: (cont'd)**

4. Finance Director
  - a. January 18<sup>th</sup> paycheck will have a new deduction for the Family paid act.
  - b. W-2's will be going out soon.
5. Deputy Director
  - a. Battelle Hangar – dirt is moving for the hangar.
  - b. Extension on Rickenbacker and Earhardt Road went out for bid. The engineers estimate is \$821,844.17.
  - c. The inline baggage system has been having issues. Bouten had their subs come out and they were out for 3 mornings training the airline employees. The issues have seemed to improve.
  - d. Two new airport maintenance employees will be starting on January 16, 2019. These are existing positions.
6. Commissioners Reports
  - a. Commissioner Ryckman
    1. Is pleased that Scott Musser has been doing a great job sticking to his lease terms.
    2. Asked Mr. Ballew if he is confident that the sister city relationship with the City of Pasco and City of Colima will come about. Mr. Ballew said recent progress is promising.

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

1. **Propak Logistics – Warehouse 5 Bay 3** – This is a month to month lease for a full bay. The lease language modifications were previously presented to Port Commission, and a motion was passed to have the lease executed pending language modifications that met with Port Executive Director and Port Counsel. Monthly lease rate and value for the building is \$8,169.12.

**CALENDAR OF EVENTS**

---

Commissioners and staff discussed the calendar of events.

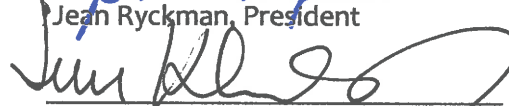
**ADJOURNMENT**

---

The meeting adjourned at 2:04 p.m.

Port of Pasco Commission:

  
\_\_\_\_\_  
Jean Ryckman, President

  
\_\_\_\_\_  
Jim Klindworth, Vice-President

\_\_\_\_\_  
Vicki Gordon, Secretary