

**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  
February 14, 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, Port Counsel Dan Hultgrenn, Director of Airports Buck Taft, Director of Finance Donna Watts, Director of Properties Mayra Reyna, and Administrative Assistant Audrey Burney

**Phoned In:** Director of Economic Development Gary Ballew

**Excused:** Executive Director Randy Hayden, Deputy Director of Airports Don Faley

**APPROVAL OF AGENDA**

---

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

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of January 24, 2019.
- b) Special Meeting Minutes of January 28, 2019.
- c) Vouchers and Warrants #91442 - 91598 in the amount of \$1,588,647.30.

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

**ITEMS FOR ACTION/CONSIDERATION**

---

**Bids for Business Park Roads** – On January 31<sup>st</sup>, staff received bids for the Business Park Road Improvements Project. This project is for construction of the new road, Earhart Drive, near the new hotel, an additive option of a sidewalk along the Terminal Loop Road from Earhart Drive to the Terminal, and for the extension of Rickenbacker to accommodate access to the Battelle Hangar. The engineer's estimate for this project, including the Additive option, was \$834,599.25. Big D's Construction is the low bidder for the Base Bid1, Base Bid2 and the additive option 1.

Engineer Estimate	Big D's	Total Site Services	Apollo Inc.	Granite Construction
Base Bid 1 \$612,827.75	\$541,857.75	\$523,829.25	\$650,015.20	\$705,360.05
Base Bid 2 \$159,816.50	\$152,493.00	\$164,718.63	\$174,473.86	\$216,462.73
Add Opt 1 \$61,957.00	\$87,760.50	\$116,711.39	\$76,739.85	\$85,173.15
<b>Total</b> \$834,599.25	\$782,111.25	\$805,259.27	\$901,228.91	\$1,006,995.93

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the bids for the business park road improvement and to authorize the Executive Director to sign the agreement with

Big D's for \$782,111.25 including Washington Sales Tax, as approved as-to-form by the Port Attorney. Motion carried unanimously.

## **ITEMS FOR DISCUSSION**

---

**Quarterly Credit Card Statement** – Mrs. Watts discussed the 2018 4<sup>th</sup> Quarter Credit card usage.

**Tenant Delinquent List** – Mrs. Watts discussed the tenant delinquent list.

**Property Purchase** – Port Counsel Mr. Hultgrenn and Mr. Ballew reviewed the proposed purchase and sale agreement to acquire industrial property north of Pasco, Washington. Mrs. Watts provided information on financing. Commissioners and staff would like to move forward on February 28<sup>th</sup> to provide an offer to the landowner. As currently drafted, the landowner will have seven business days from receipt to accept or provide a counter. If the landowner provides a counter-offer, the Port of Pasco will have five business days to accept or provide a counter. Given the timing and depending on how negotiations proceed, staff may need to request Commission call to a special meeting to take action in the allotted time. Commission discussed response times to offers and counter offers and the potential for additional response times in the offer. Commission discussed financing a portion of the land purchase and leaving residual dollars in the opportunity fund. Commission discussed certain terms in the agreement and directed staff to review response times in the offer.

Mr. Ballew signed off at 11:32 a.m.

**Letter of Credit for United Agreement** – Mrs. Watts reported that recently Commission authorized the Tri-Cities Airport to enter into an agreement with United Airlines, Inc. in regards to obtaining new air service to LAX. The agreement states the Airport will give United Airlines, Inc. a letter of credit to \$170,000. This letter of credit will give United Airlines, Inc. the ability to draw \$170,000 from an account set up by the Airport if the airport fails to pay United Airlines, Inc. in accordance with the terms of the agreement. Staff has worked with Franklin County Treasurer to set up a letter of credit of \$170,000 and to have the funds set aside in a separate account.

### **Director Reports:**

1. Airport Director
  - a. Airline Stats update for January, 2019:
    1. Alaska is up 48%
    2. Allegiant is up 9%
    3. Delta is down 3%
    4. United is up 19%
  - b. Enplanements are up 17% for the month of January.
  - c. Airport Closure – Staff made a tough decision to close the airport on Saturday, February 9, 2019 at 4 p.m., due to the harsh weather. Airport was able to open up on time on Sunday, February 10, 2019.
  - d. The maintenance crew has been working hard and they are all doing well.
  - e. Reported that Malin Bergstrom would like to place brochures on the display near the checkpoint. Commissioners had different feelings.
  - f. Reported that staff has been working with Wings for Autism and the local ARC chapter to put on a late spring event. This event is catering to folks with special

needs and the event allows them to get familiar with Airports, walk onto a plane, find a seat, the plane will start up, but not fly.

- g. Attended the AAAE Admin and Finance conference.

## **RECESS**

At 12:13 p.m., Commissioner Ryckman recessed the meeting for seventeen minutes. At 12:30 p.m. the meeting was reconvened.

### **Director Reports Cont'd:**

- 2. Finance Director
  - a. Finishing up 2018 reconciliation.
- 2. Property Director
  - a. There have been 2 inquiries for purchasing land at Foster Wells Business Park – both inquiries require rail. Staff suggested they each need to talk to BNSF about the feasibility of extending rail to the site.
  - b. Staff had an inquiry for shared warehouse space. The company wants us to give them our best price, asking if there is a possibility of waiving a surcharge that would be imposed. Staff will continue negotiations.
- 3. Commissioners Reports
  - a. Commissioner Klindworth
    - 1. Was happy that Mrs. Reyna and Mr. Ballew were able to attend the Connell Chamber Banquet with Him and Jill Klindworth. Connell chamber banquet had the largest crowd they have ever had with 180 attendees.
  - b. Commissioner Gordon – got an email from a local woman that has a magazine called Tailored Living. They are wanting to do a travel section and would like to have something with the Tri-Cities Airport. Mr. Taft mentioned that Commissioner Gordon should forward this email to Mr. Ballew who does our marketing.
  - c. Commissioner Klindworth received an email from Glen Stockwell and so have the other Commissioners. Commissioners agreed that they would like the “Columbia Basin Project” on the next agenda for discussion.
  - d. Commissioner Ryckman – reported that her and Commissioner Klindworth attended the joint special meeting with Pasco City Council in regards to the sister city with Colima and the Public Market. They both felt the meeting went well.

**CALENDAR OF EVENTS**

---


Commissioners and staff discussed the calendar of events.

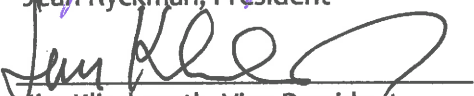
**ADJOURNMENT**

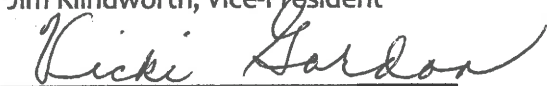
---

The meeting adjourned at 1:03 p.m.

Port of Pasco Commission:

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

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

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