

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 09, 2020 | 10:30 a.m.

CALL TO ORDER

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

Present: Commissioner Jim Klindworth, Commissioner Vicki Gordon, Commissioner Jean Ryckman, 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: Bill Barlow – Benton Franklin Transit

Election of Officers – Commissioner Ryckman moved and Commissioner Gordon seconded to elect Commissioner Klindworth as President, Commissioner Gordon as Vice-President and Commissioner Ryckman as Secretary. Motion carried unanimously.

APPROVAL OF AGENDA

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the agenda with addition of item 9.C Lanter Delivery Systems. Motion carried unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of December 11, 2019.
- b) Vouchers and Warrants #93230 – 93403 & Direct Deposit #19848 - 19981 in the amount of \$3,384,121.53

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

PUBLIC CITIZEN COMMENT

Bill Barlow with Benton Franklin Transit mentioned that Benton Franklin Transit has been approved for a grant for 3 new transit centers, two in Pasco and 1 in Richland. However, the grant is tied to the Vehicle License Tabs. BFT is looking for support for an East Pasco transit center location and they may attend a Commission meeting to provide more information.

PUBLIC HEARING & RESOLUTIONS

Resolution 1526 – Appointing Directors of Economic Development Corporation – Commissioner Ryckman moved and Commissioner Gordon seconded appointing the Directors of the Economic Development Corporation. The following persons are appointed as the members of the Board of Directors of the Corporation for the terms described:

James T Klindworth	1/1/16 – 12/31/21
Vicki Gordon	1/1/18 – 12/31/23
Jean Ryckman	1/1/20 – 12/31/25

The Motion carried unanimously.

RECESS

At 10:37 a.m., Commissioner Klindworth recessed the meeting to conduct the EDC Meeting. At 10:44 a.m. the regular meeting was reconvened.

PUBLIC HEARING & RESOLUTIONS (Cont'd)

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 approve resolution 1525 Sale of Property no longer needed. Motion carried unanimously.

ITEMS FOR ACTION/CONSIDERATION (Cont'd)

Committee Assignments – Commissioner Ryckman moved and Commissioner Gordon seconded to approve the Committee Assignments. Motion carried unanimously.

KPFF Amendment for Wharf Rehab – After Commission discussion of the relative priority of investments at the Marine Terminal Wharf, Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to execute and take other actions as may be necessary to implement the amendment to the professional services agreement with KPFF in the amount of \$263,146 for Phase 2-Preliminary Design Services. Motion carried unanimously.

ITEMS FOR DISCUSSION

November Financial Statement - Ms. Watts discussed the November 2019 financial statement.

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

Building T2-75 Lease Requests/Lanter Delivery Systems, LLC – Mrs. Reyna reported that Scott Sautell, a local real estate broker, contacted staff regarding space for a client of his; Lanter Delivery Systems. Lanter is interested in a 3-year lease for building T2-75, located at 2630 E Ainsworth. They did not want to sign a personal guarantee, which is permitted as long as the deposit is doubled, in this case to 8-months of rent. Lanter proposed 4-months' rent with the understanding that they will be installing additional overhead doors to the facility which could be treated as a form of deposit since they will remain with the building as a Port asset. Staff felt comfortable with this request, and other minor changes which were approved by the Port Attorney.

Commissioner Ryckman moved and Commissioner Gordon seconded to authorize the Executive Director to execute a 3-year term lease with Lanter Delivery Systems, LLC for building T2-75 located at 2630 E. Ainsworth with a minimum of four month's rent as a security deposit, and to allow minor changes to the lease, after approval of Port Attorney as may be needed to finalize the agreement. Motion carried unanimously.

ITEMS FOR DISCUSSION

Director Reports:

1. Executive Director
 - a. Columbia Basin Development League – Inquired if Commission would like to upgrade Port membership from “partner” to “corporate” level. The cost difference is \$675.

Commissioner Gordon moved and Commissioner Ryckman seconded to change the membership level to corporate level for the Columbia Basin Development League. Motion carried unanimously.

- b. Mr. Hayden informed Commissioners and Staff that Catholic Charities out of Spokane is planning to build transitional housing in East Pasco off of Heritage Blvd to help with homelessness. Staff has taken a neutral position on the proposal and does not plan to provide any Port input on the plan unless otherwise directed by the Commission.
2. Airport Director
 - a. Will be signing an agreement with Alliance Management and Construction Solutions for a physical conditions evaluation of facilities in the Eastside Airport Industrial Park. For a lump sum amount of \$18,900. This will assist in planning for the rehabilitation of our facilities. Funds will be taken from the capital budget item for building demolition of \$75,000, leaving approximately \$55,000 for demo/rehabilitation.
 - b. Airline Updated Stats:
 1. Enplanements are up 6% for the month of December and up 11% for the year.
 3. Alaska is up 11% for the month 8% for the year.
 2. Allegiant is up 12% for the month and 13% for the year.
 3. Delta is down 4% for the month and up 8% for the year.
 4. United is up 13% for the month and up 25% for the year.
 2. Delta dropped available seats down 6% in November and down 13% in December. This was mostly due to the trickle-down impacts from issues they are having with the airbus engines. PSC saw a large uptick in RJs which we don't normally see from Delta.
 - c. Skywest will be transitioning out of the ground handling role for Delta and United in February. We are working now to coordinate parking and utilities for the transition. Now that we have two companies, we will have double the equipment. Staff is hoping for a smooth transition, but anticipating some bumps.
 - d. Asked if Musser Bros and auto auction could keep their flags up for one more year. Commissioners agreed that Mr. Musser would need to come in and ask them.
 - e. Reported that he is on the Visit Tri-Cities Executive Board.
3. Economic Development and Marketing Director
 - a. Eastern Washington Alliance is growing by adding Port of Douglas/Chelan.
4. Deputy Director
 - a. The Battelle Hangar Project is still ongoing.
5. Finance Director
 - a. Will be working with the County to offer payment options for tenants to use direct withdrawal and EFT Payments. These two options do not have a fee.
 - b. Will also be working with the county to provide online Payment options for Debit/Credit cards and e-checks. These options will include a fee.
6. Commissioner Reports
 - a. Commissioner Klindworth mentioned that the Port of Pasco has had advisory boards for past projects and was wondering if an advisory board should be created for the Osprey Pointe. The board would help to make decisions for Osprey Pointe

Development. Commissioners and Staff discussed and decided to table the discussion.

- b. Mr. Ballew noted that Parametrix, the consultant assisting the Port at the Marine Terminal, will be in Pasco to hold several meetings on February 26 and 27.

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

1. **Peter Rintamaki** – Peter Rintamaki entered into a month-to-month lease agreement for T-Hangar 1-76 #13, effective December 12, 2019. The lease value is approximately \$2,495.00 for one year.
2. **Stephen Bauman** – Stephen Bauman entered into a month-to-month lease agreement for T-Hangar 1-69 #5, effective December 16, 2019. The lease value is approximately \$2,495 for one year.
3. **Columbia Pallet** – Columbia Pallet signed a new 3-year term lease, but reduced their space from 4.5 acres to 3.37 acres due to the rising price of port land. Lease value is \$22,242.00 per year.

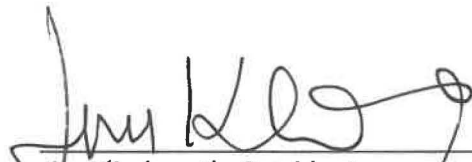
CALENDAR OF EVENTS

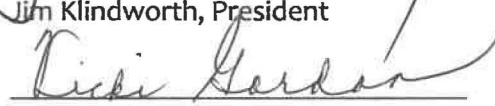
Commissioners and staff discussed the calendar of events.


ADJOURNMENT

The meeting adjourned at 12:20 p.m.

Port of Pasco Commission:


Jim Klindworth, President


Vicki Gordon, Vice-President


Jean Ryckman, Secretary