

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 27, 2020 | 10:30 a.m.

CALL TO ORDER

Commissioner Klindworth 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 Finance Donna Watts, Deputy Director of Airports Don Faley, Executive Assistant & Human Resources Vicky Keller, Executive Assistant & Human Resources Lori French and Administrative Assistant Audrey Burney

Guests: Sam Nielsen and Josh Ahmann of Parametrix, Wally Hobson and Brian Vannemann of Leland Consulting

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of February 13, 2020.
- b) Vouchers and Warrants #93581-93692 & Direct Deposit #20066-20106 in the amount of \$902,880.80.

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

ITEMS FOR ACTION/CONSIDERATION

Appointment of Public Records Officer – Ms. Keller reported that the current Port’s public records officer is retiring effective February 28, 2020, and she presented to the Port Commission the recommendation to appoint Lori French as the new Public Records Officer in accordance with RCW 42.56.570.

Commissioner Gordon moved and Commissioner Ryckman seconded to appoint Lori French as the Public Records Officer. Motion carried unanimously.

TSA Lease Amendment – Mr. Taft reported, the TSA is in need of leasing an additional 360 sq. foot room in the terminal building for storage. The lease amendment reflects the additional space at a rate of \$69.7/sq. ft./year, which is the airline rate for 2020. The original lease term is not changing with this amendment, which is 20 years, effective January 1, 2017. The lease amendment value is 24,901.20 per year.

Commissioner Ryckman moved and Commissioner Gordon seconded to amend the Tri-City Airport-TSA lease and to delegate the Executive Director to execute the lease amendment. Motion carried unanimously.

JUB Master Planning RIC- Mr. Ballew reported, the next step in the development of the Reimann Industrial Center (RIC) is creating a Master Plan. After the interview process that concluded in January, JUB Engineers, Inc. was selected as the preferred candidate to award a contract to for the Master Planning of the Reimann Industrial Center in an amount not to exceed \$203,000.

Commissioner Ryckman moved and Commissioner Gordon seconded to authorize the Executive Director to execute and take other actions as necessary to implement the Professional Services Agreement with JUB Engineers, Inc. Motion carried unanimously.

Port of Pasco Retiree Program – Ms. Keller reported, based on the direction given by the Commissioners at the Feb. 13th, 2020 Commission Meeting, staff modified two personnel policies for Commission consideration regarding HRA-VEBA. These modifications are in Personnel Polices 310, that clarifies the policy of the Retirement Insurance Program, and 350, that specifies the payment method the Port will utilize to make the quarterly payments to the qualified retiree and their spouse.

Commissioner Gordon moved and Commissioner Ryckman seconded to adopt the revised Port Personnel Policies: 310-Employee Benefits, and 350 Health Reimbursement Arrangement (HRA-VEBA). Motion carried unanimously.

ITEMS FOR DISCUSSION

Osprey Pointe (OP) Site Plan- Mr. Ballew presented the JMS Development Site plan for Osprey Pointe. JMS provided additional information in the site plan, and reviewed this with the Commission, as well as some of the key elements of a proposed Master Development Agreement.

Commissioners provided feedback on the presentation of the Site Plan. Commissioner Klindworth was not in favor of the amount of proposed housing. Commissioner Ryckman was in favor of reserving additional property along Ainsworth for possible future commercial development, and Commissioner Gordon liked the plan as presented with the additional commercial reserve along Ainsworth.

Pacific Northwest Aviation Museum (PNAM) Display Update – Mr. Taft reported that the December 2019 deadline, plus 3-month extension for the PNAM Museum display in the Tri-City Airport Terminal, is coming to an end as of March 31st, 2020. He has reminded the Museum Director, Malin Bergstrom, of the deadline, unless something can be arranged with Clear Channel Airports who handles the Airport’s advertising. Ms. Bergstrom would like to keep the display up and is hoping to work something out with Clear Channel. Mr. Taft offered PNAM an art wall in 2021, along with 2 other historical organizations, to exhibit their display.

Director Reports:

1. Executive Director
 - a. Received a LinkedIn Notice that Mitch Gilbert got a new job at W3 – Entertainment in Walla Walla, WA.
 - b. Local power utilities, chambers, and ports are holding a press conference on March 2nd, 10:00 a.m. at the Benton PUD Auditorium to discuss the Draft EIS on the

Columbia-Snake River System Operations. Commissioner Gordon is interested in attending.

- c. RIC update – Mr. Hayden provided an introduction to the Reimann Industrial Center to the Pasco City Council. They are excited to partner with Port of Pasco on this important project.
 - d. The Planning Commission Meeting for the proposed City of Pasco UGA expansion was cancelled. It was rescheduled for March. The Port submitted comments in support of the expansion in regard to added industrial lands.
 - e. City of Connell heard from a new broadband company that seems to be a great fit for bringing fiber to homes and businesses in Connell and surrounding communities.
2. Airport Director
 - a. News update on the impact of the Corona Virus; so far there have been no state or federal level instructions or orders given. At this time, there haven't been specific actions taken for Corona Virus at our size of airports.
 - b. Presented an idea that would increase community engagement, by sponsoring a competition to design socks, with the profit going to local charities and the winner receiving airline tickets.
 3. Economic Development & Marketing Director
 - a. No Legislative items for local redevelopment financing made it out of their respective committees, but significantly, they made it further than in past years.
 - b. Local planning consultant Nichole Stickney is working for the Port on developing a mixed-use waterfront zoning code for Osprey Pointe and the Wharf properties. The zoning will be presented to the Pasco Planning Commission at their next meeting.
 - c. The Connell Chamber of Commerce is seeking prepayment for 10 years of float sponsorship in order to help fund the purchase of a new truck. The Commission approved of this and believed no formal motion was required as it is an ongoing expense for advertising and publicity for the Port.
 4. Airport Deputy Director
 - a. The Courtyard by Marriott Hotel had a soft opening and will be fully open by Mid-March.
 - b. Battelle Hangar – Completion date estimated for April 3rd. There was a change order for additional material testing.
 5. Finance Director
 - a. Draft financial statement for December scheduled to be completed tomorrow.
 - b. January Statement will be presented next meeting.
 6. Properties Director
 - a. Provided a draft purchase sale agreement for the land sale for the last two parcels at Foster Wells Business park. The agreement contains provisions limiting how the property can be used if sold by the new buyer. Commission approved of the language in the lease.

Commissioners' Reports- Commissioner Gordon reported that Friday, March 27th is the Open House for Gordon Estates at Columbia Gardens. Commissioner Ryckman reported that the WPPA is holding an upcoming Executive Committing meeting on Monday, March 23rd, at the Port of Pasco, and that WPPA and PNWA are working together more closely and she sees this as very positive.

RECESS

At 12:10 p.m., Commissioner Klindworth recessed the meeting for lunch. At 12:30 p.m. the regular meeting was reconvened.

ITEMS FOR DISCUSSION (Cont'd)

The “Wharf” Upland Development- Mr. Nielson and Mr. Ahrmann from Parametrix gave a presentation on the GIS website that they have built for the upland Wharf property. Leland Consulting’s Mr. Hobson and Mr. Vannemann presented a three-part case study on waterfront development of Kendall Yards, Hood River, and the Pybus Public Market in Wenatchee. They presented the concept of “sense of place” and a summary of their meetings with members of the Tri-Cities development community. Developers felt that residential and “flex-space” buildings would be the best immediate fit for the Wharf site.

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

1. T-Hangar Lease, Rick Dorman – Rick Dorman entered into a month-to-month lease agreement for T-hangar 1-69 #3, effective February 21, 2020. Lease value is approximately \$2,495 for one year.
2. T-Hangar JGM Aviation – JGM Aviation entered into a month-to-month lease agreement for T-hangar 1-76 #15, to be effective March 1, 2020. Lease value is approximately \$2,495 for one year.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

EXECUTIVE SESSION

At 2:05 p.m., Commissioner Klindworth announced the board would go into executive session for 20 minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party. At 2:25 p.m., the meeting was reconvened.

ADJOURNMENT

The meeting adjourned at 2:25 p.m.

Port of Pasco Commission:


Jim Klindworth, President


Vicki Gordon, Vice-President


Jean Ryckman, Secretary