

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely with Public Access
April 23, 2020 | 10:30 a.m.

CALL TO ORDER

Commissioner Klindworth called the meeting to order at 10:30 a.m. The meeting was attended remotely by all participants via Zoom and with Public Access through call in to 1-301-715-8592, meeting ID 6676918983.

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 Finance Donna Watts, Director of Properties Mayra Reyna, Deputy Director of Airports Don Faley, Executive Assistant & Human Resources Lori French.

Excused: Director of Economic Development Gary Ballew

Guests: Carlos Martinez- Dura-Shine Clean

Wendy Culverwell- Journal of Business

Colin Hastings- Pasco Chamber of Commerce

APPROVAL OF AGENDA

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the agenda determining that all agenda items were “1) matters necessary and routine, 2) necessary to respond to the outbreak and current public health emergency” per Governor’s Proclamation 20-28. Motion carried unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of April 9, 2020.
- b) Vouchers and Warrants #93963-94044 & Direct Deposit #20232-20268 in the amount of \$583,757.17.
- c) Accept as complete BPIC Demolition of Rail.
- d) Accept as complete Building 85 Re-roof.
- e) Accept as complete BPIC/City of Pasco Fire Administrative Bldg. T-1 HVAC Upgrades.

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

Public Citizen Comment

Mr. Martinez of Dura-Shine Clean asked the Commission to grant his company an extension, until the end of May, to verify information regarding hours worked/billed by Dura-Shine from the beginning of their contract in September 2016-December 2019. The Commission agreed to extend the deadline to May 30, 2020, with an expectation that information would be provided as it is available.

Mr. Hastings of the Pasco Chamber of Commerce commented that the Chamber has been sending out surveys to Business Members in an effort to gauge how business plan to move forward and how the Pasco Chamber can be of assistance.

ITEMS FOR DISCUSSION

CARES Airport Grant- Mr. Taft presented, the Airport has received notice from the FAA that the Tri-Cities Airport will receive \$5,892,059 in CARES Act funding. The funds will be used towards 2020 debt and operating expenses. Once the agreement is received, staff and the Port attorney will perform a review then submit to the Commission for acceptance of the funds.

Rent Deferrals- Ms. Reyna briefed the Commission on the tenants who made informal inquiries into the Port's Rent Deferral Program. No formal submissions have been made at this time.

Director Reports:

1. Executive Director
 - a. The Port of Pasco is still following Emergency Operations procedures and will continue to do so until restrictions are lifted by the Governor.
 - b. The Port has submitted an application to FEMA for a Security Grant. If obtained, it will be used towards meeting the security requirements for the Christensen lease.
 - c. JMS is still in the LOI stage with plans to move forward. The Master Development Plan and financial information is still needed to do so.
2. Airport Director
 - a. The Airport currently has 7 scheduled departures a day with that number expected to decrease.
 - b. All airlines serving PSC received CARES act funding. These airlines are required to maintain scheduled air service at least 5 times per week. They can still cancel, but 5 times per week is the minimum service levels. Allegiant is required to operate 3 times per week. Airlines are getting creative with their scheduling in order to meet these funding requirements.
3. Deputy Airport Director Report
 - a. Taxiway A project is still on track for April 27th, 2020. Due to social distancing practices, completion may be pushed out up to 26 days.
 - b. There is no progress on the Battelle Hangar.
 - c. Parking lot patching will start next week.
4. Finance Director
 - a. The Port is a member of Enduris, which is an insurance pool. The coverage they have obtained from Alliance has a \$500,000 maximum loss of business income related to viruses which is split amongst pool members. The Port is planning to proactively enroll in the claims process.
 - b. S&P (rating agency) may look at re-rating public bonds relating to transportation agencies.
5. Properties Director
 - a. Pioneer Packaging requested a 6-month extension on the purchase/sale agreement requirements including the application for a building permit within 6 months of purchase. Due to the current COVID-19 "Stay Home" order they have not been able to continue their operations and expansion as planned.

Commissioner Ryckman moved and Commissioner Gordon seconded to extend the purchase/sale agreement's requirements by 6-months. Motion passed unanimously.

- b. Kenyon Cold Storage has laid foundations for their new facility and is starting vertical construction next week.
 - c. Callies Welding and Fabrication land sale closed this week.
6. Commissioners Reports
- a. Commissioner Gordon attended the Columbia Basin Development League meeting for strategic planning and to create a work plan for board members to increase their involvement. They are looking to move things forward with the Odessa Groundwater Replacement Program.
 - b. Commissioner Gordon noted that the Benton Franklin Council of Governments meeting was cancelled.
 - c. Commissioner Ryckman presented that Roger Millar of the Washington State Department of Transportation has contacted the WPPA regarding the formation of a stakeholder group. WSDOT plans for this group to be made of up policy makers and were requesting recommendations from the WPPA for two representatives. They are looking to have 36 stakeholders with a group that includes all forms of freight mobility in representation.

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

- 1. Inland Empire Distribution Systems, Inc.- IEDS entered into a month to month lease for 21,600 square feet in Warehouse 2 Bay 2. The lease value is \$6,540.05 per month.

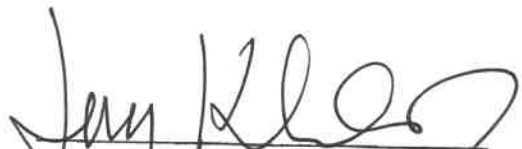
CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

ADJOURNMENT

The meeting adjourned at 11:43 a.m.

Port of Pasco Commission:


Jim Klindworth, President


Vicki Gordon, Vice-President


Jean Ryckman, Secretary