

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely with Public Access
July 9, 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.

A Public Hearing for the Comprehensive Scheme of Harbor Improvement Amendments was advertised in the Tri-City Herald for 10:35 a.m., and participation was available through Zoom by virtual attendance or by 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.

APPROVAL OF AGENDA

Commissioner Gordon moved and Commissioner Ryckman 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 20-28.2 Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of June 25, 2020.
- b) Vouchers and Warrants #94367-94423 & Direct Deposit #20434-20475 in the amount of \$412,135.88.

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

Public Hearings and Resolutions

Comprehensive Scheme of Harbor Improvements Amendments- Mr. Hayden presented proposed amendments to the CHSI, which included the construction of the North Franklin Visitor’s Center in Connell and broadband development through Petrichor.

Commissioner Klindworth opened the Public Hearing at 10:37. No members of the public were in attendance to comment, and Commissioner Klindworth closed the Public Hearing at 10:38.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1534 amending the Port Comprehensive Scheme of Harbor Improvements. Motion passed unanimously.

Items for Action/Consideration

Airport Custodial Agreement Approval-Mr. Taft presented to the Commission, the contract amendment for Dura-Shine that enables the Port to collect the \$175,634.64 in overpayments that

were made for custodial services in the Airport terminal has been submitted to Dura-Shine and Port Staff is waiting on its return.

This agreement gives the Port a credit of \$7,318.11 per month beginning October 1, 2020 and ending September 30, 2022. The original agreement with Dura-shine was set to expire in 2021. Staff and legal have reviewed adding an additional year to the agreement and see no issues with the addition.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the contract amendment and authorize the Executive Director to sign the amendment with Dura-Shine Clean LLC with minor changes approved by the Port Attorney. Motion passed unanimously.

Personnel Separation Agreement- Mr. Hayden presented to the Commission, with the drastic reduction in passengers at the Tri-Cities Airport as caused by COVID-19, Staff is making budget reductions in operations and capital expenses to align with expected revenues more closely. One of the reductions is the elimination of the Airport Maintenance Supervisor position.

Port Staff believes it is appropriate to offer a severance package to Mr. Wilson, the Airport Maintenance Supervisor, in exchange for a Separation Agreement and General Release.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve a Separation Agreement and General Release for Lloyd Wilson as described herein and to authorize the Executive Director to sign the Agreement including three months' salary and health benefits. Motion passed unanimously.

EXECUTIVE SESSION

At 10:47 a.m., Commissioner Klindworth announced that Commission would go into executive session until 11:00 a.m. 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 11:00 a.m. the Executive Session was extended for 5 minutes, and at 11:05 am the Session was extended an additional 5 minutes. At 11:10 a.m. the meeting was reconvened.

Items for Discussion

Purchase Order Procedure- Ms. Watts reviewed the Port's Purchase Order Procedure.

May Financials- Ms. Watts reviewed the May Financials.

Tenant Delinquent List- Ms. Watts reviewed the Tenant Delinquent List.

Director Reports:

1. Executive Director
 - a. The Hanford Area Economic Investment Fund Board approved the reduction of interest on the Reimann Industrial Center loan from 4.125% to 3.25%.
2. Airport Director

- a. Alaska numbers have not been turned in, but it looks like they will be down 78%, which is 9% better than last month.
 - b. TSA traffic is growing by an average of 20 passengers a day. Numbers from 6/24-6/30 averaged 375/day (1,417 in 2019), from 7/1-7/7 average was 394/day (1,323 in 2019).
 - c. August schedule changes:
 - 1. ORD/UA officially removed from the schedule
 - 2. DEN/UA changes from 3/day to 2/day
 - 3. MSP/DL is back with 1/day
 - 4. SEA/AS changes from 6/day to 4/day
 - 5. SEA/DL goes from 4/day to 3/day
 - 6. SFO/UA is suspended until September
 - 7. SLC/DL increases from 2/day to 3/day
 - d. No airline has released schedules past September.
- 3. Deputy Airport Director Report
 - a. Taxiway A paving scheduled to be completed Monday, July 13, 2020. Phase 4 scheduled for the end of July.
 - b. The Battelle Hangar is awaiting final permits and is projected to be move in ready at the end of July.
 - 4. Finance Director
 - a. Accounting staff is working with the Auditor.
 - b. The Bond papers are in the last review stage.
 - c. Point and Pay system is being set up and staff is in the process of safety verification.
 - 5. Properties Director
 - a. Leggari Products has moved into their new building.
 - b. Pasco Chamber of Commerce has requested Rent Deferral, and Port Staff is working with them to go through the application process.
 - c. The Properties Department is keeping very busy, and Big Pasco Maintenance is moving very quickly on their current projects.

Commissioners Reports:

Commissioner Ryckman noted that John Love is retiring from the WPPA and she would like to send him a card. She also commented that she had expressed he should be given a lifetime membership to the WPPA.

Commissioner Gordon noted that she attended the Benton Franklin Council of Governments Executive Meeting.

Commissioner Gordon also noted that the warehouse updates were going well and that it had been a good idea to update them. She also commented that it was apparent that Port Staff are working hard, getting a lot done and that she is impressed with everything that is being accomplished.

Commissioner Gordon noted that she has not been able to make the call in meetings for the PNWA, and verified that the Executive Director is receiving the information.

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

1. Deferment Approvals- As of June 19, 2020, the Executive Director has executed agreements to defer with the following tenants: Tailwind, EAN Enterprise, EAN National Alamo, Republic Parking, Delta Airlines, A-1 Hospitality and Pacific Northwest Aviation Museum and Historical Association.
2. Expanded Deferment Approvals- As of July 1, 2020 the Executive Director has executed agreements to defer with the following tenants: Pacific Northwest Aviation Museum and Historical Association, Tailwind (MAG waived), and Hertz (MAG waived).
3. Extension Agreement- The Executive Director has executed extension agreements with the car rental companies for use of the gravel lot for parking through September 2020 at no charge.
4. Alaska Extension Agreement- Alaska Airlines submitted its signed extension amendment on July 1, 2020. The Executive Director has executed that agreement, per the approval of the Commissioners at the June 25, 2020 meeting.
5. Ideal Tarp, Inc- Ideal Tarp has signed a renewed lease for their buildings. This new month to month lease also adds land for truck and trailer parking. The lease value is \$2,354.85 per month.
6. Lanter Delivery Systems- Lanter Delivery Systems has signed a new term lease for 1.05 acres to be used as additional delivery vehicle parking. The lease value is \$7,103.28 per year.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

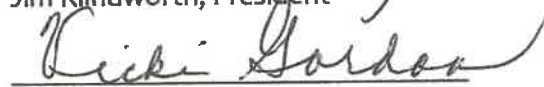
ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Port of Pasco Commission:



Jim Klindworth, President



Vicki Gordon, Vice-President



Jean Ryckman, Secretary