

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and partially in person with Public Access
April 22, 2021 | 10:30 a.m.

CALL TO ORDER

Commissioner Klindworth called the meeting to order at 10:30 a.m., The meeting was attended remotely via Zoom and with Public Access through call in to 1-301-715-8592, meeting ID 6676918983, and in person at a reduced capacity, with standards and guidelines set forth by the Governor's Office.

Present: Commissioner Jim Klindworth, Commissioner Jean Ryckman, Commissioner Vicki Gordon, Executive Director Randy Hayden, Port Counsel Heidi Ellerd, Director of Airports Buck Taft, Director of Finance Donna Watts, Deputy Director of Airports Don Faley, Director of Economic Development and Marketing Stephen McFadden, Executive Staff Assistant & Human Resources Lori French, and Leasing Associate Audrey Burney.

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. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of April 8, 2021.
- b) Vouchers and Warrants #95790-95853 and Direct Deposit #21182-21220 in the amount of \$334,071.77.

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

ITEMS FOR ACTION/CONSIDERATION

Change Order #5 for the EDA Project- Mr. Hayden presented a change order from the EDA project from Premier Excavation for an additional inch of asphalt to bring the depth of the asphalt from 3 inches to four. The cost is over the Executive Director's authority but is within the original budget for the project, which came in under bid. EDA has approved the change order.

Commissioner Ryckman moved and Commissioner Gordon seconded to authorize the Executive Director to sign Change Order #5 for \$121,526 for approval. Motion passed unanimously.

ACRGP Concession Relief Grant-Mr. Taft reviewed the second component of the Airport Coronavirus Response Grant Program, which is for concession relief. The grant the Tri-Cities Airport received is for the amount of \$93,811. The current (tentative) plan to distribute the funding is as follows: AVIS/Budget \$22,880.50, Enterprise \$15,188.00, Hertz \$17,476.99, National \$16,201.16, and Republic Parking \$22,064.35. Airport Staff will meet with tenants to explain the distribution process and establish eligibility.

Commissioner Gordon moved and Commissioner Ryckman seconded to accept the Airport Coronavirus Response Grant Program funding in the amount of \$93,811 and authorize the Executive Director to execute the grant distribution. Motion passed unanimously.

Soops Industrial Proposal- Ms. Burney presented, Mr. Brereton, of Soops Industrial, is looking to lease 1322 S 8th at the Wharf to store equipment and materials. He is offering to clean up and prepare the site for tenancy in exchange for a rent credit of \$2,965. He would like to start leasing May 1 and plans to have the site ready within the first three weeks of his occupancy.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to execute a new lease with Soops Industrial Inc. located at 1322 S. 8th in the Wharf that will include a rent credit up to the amount of \$2,925 with the contingency that Soops Industrial Inc. will make improvements, provide materials and clean-up/site preparation in a form acceptable to the Port within the first month of tenancy, and with necessary documentation to support the rent credit. Motion passed unanimously.

ITEMS FOR DISCUSSION

December Financial Report- Ms. Watts reviewed the December 2020 Financial Statements.

Commissioner Ryckman thanked staff for their hard work and congratulated them on a surprisingly good year.

Airport Operating Documents- Mr. Taft presented an update on the Rules and Regulations and Minimum Standards that are still in the process of being formed and provided an overview of the types of requirements that will likely be included.

Reimann Industrial Center Update- Mr. McFadden presented an update on the Reimann Industrial Center (RIC), providing a review of the funding requests that have been made for the RIC. Pasco community partners provided letters of support for the Port's funding requests for the project to be funded through the State's capital budget. Project Ruby is continuing to move forward, and staff believes there will be a MOU in place in the near future. Port staff and community partners will meet next week to continue discussions on RIC infrastructure.

Easterday Farms Status Update- Ms. Watts reviewed the past due balance of Easterday Farms and the language in their lease. Mr. Hayden noted that there is no other deposit on the property and that the building on the property is the only guarantee. Rent has been received for January and February of 2021. Port legal counsel recommends that the Port continue to monitor the situation with further action possible in August.

Director Reports:

1. Executive Director

- a. Franklin County has received an update on the Reimann Industrial Center and there are new processes in place at the County level to make sure that communication is happening on a regular basis. The Port wants to make sure updates are being provided.
- b. Mr. Sexton of JMS Construction and Mr. Hayden met with Sustainable Tri-Cities to provide an overview of the Osprey Pointe project. Mr. Hayden commented that the group seemed to receive the project well and had a positive reaction to some of the plan's components like the walking paths and mixed-use housing and commercial and underground parking.

2. Airport Director

- a. March Airline Statistics compared to the 2019 year:
 1. Alaska is down 32%
 2. Allegiant is down 34%
 3. Delta is down 47%
 4. United is down 49%
 5. March is down 40%, and year to date numbers are down 45%.
- b. March Airline Statistics for the current year:
 1. Alaska is up 61%
 2. Allegiant is up 59%
 3. Delta is up 23%
 4. United is up 66%
 5. March is up 46%, and year to date numbers are down 33%.
- c. TSA Statistics- The first week of April averaged 1,054 passengers a day, and the second week averaged 813 a day, with passenger traffic up significantly over April 2020. Post spring break numbers are likely to be a good indication of numbers until summer begins.
- d. The search by Kyle Clark for Military Aircraft continues. Using ground penetrating radar, Mr. Clark has identified some significant findings. Airport staff is working on the next steps and the type of agreement that needs to be in place. The Commission will be updated by Mr. Clark at a later date.
- e. The Tri-Cities Airport will have the following new air services:
 1. Avelo, beginning April 29th, Pasco to Burbank on Tuesdays, Thursdays, and Saturdays.
 2. United, beginning May 6th, Pasco to San Francisco, daily.
 3. Allegiant, beginning May 28th and ending August 16th, Pasco to San Diego, Fridays and Mondays.

3. Economic Development and Marketing Director

- a. The Port hosted staff from Benton Franklin Council of Governments (BFCG) including Michelle Holt, the new Executive Director. Staff gave Ms. Holt and her staff a tour of Port properties and projects in order provide a background for potential future support from the BFCG for certain projects.

- b. Mr. McFadden met with Mr. Hastings of the Pasco Chamber to discuss Chamber and local involvement. Mr. McFadden intends to continue to meet with community partners to get feedback on the Port's projects.
 - c. The .09 Fund Committee has commenced meeting for this year, and the Committee is working towards making their proposals for funding at the end of June.
- 4. Director of Finance
 - a. Ms. Watts presented the 2021 Cash Projections available for capital reconciliation.
- 5. Properties
 - a. Ms. Burney presented the Properties Activity Report.
 - b. The Road and Stormwater Project continues, and the Properties Department is working on setting up meetings with the affected tenants.
 - c. The Port Commission may see a proposal to purchase and remove the Wharf Silos.
 - d. Big Pasco tenants are continuing to grow, and several are looking for the opportunity to expand.
- 6. Airport Deputy Director
 - a. Mr. Faley reported that the Airport is finalizing the updates needed for Avelo Air.

Commissioner Reports:

Commissioner Gordon noted that the Columbia Basin Development League has been applying for State grants and funding, and that membership has been low. Mr. Hayden commented that he has written a letter of support for the Odessa Groundwater Project.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

RECESS

At 12:03 p.m., Commissioner Klindworth recessed the meeting for lunch, until 12:25 p.m.

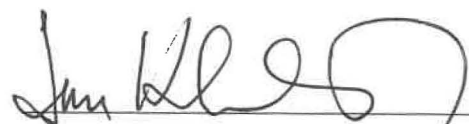
Executive Session

At 12:25 p.m., Commissioner Klindworth announced that Commission would go into executive session until 12:45 p.m., to consider the acquisition price of real estate for purchase and to discuss with legal counsel representing the agency potential litigation to which the agency is likely to become a party. At 12:45 p.m. the executive session was extended for 5 minutes, until 12:50 p.m. At 12:50 p.m. the executive session was extended until 12:55 p.m., and at 12:55 p.m. the regular session was reconvened.

ADJOURNMENT

The meeting was adjourned at 1:00 p.m.

Port of Pasco Commission:


Jim Klindworth, President



Vicki Gordon, Vice-President



Jean Ryckman, Secretary