***Port of Pasco Commission***

***Minutes of Regular Meeting of Port Commission***

*Held remotely and partially in person with Public Access*

*May 13, 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 Dan Hultgrenn, Director of Airports Buck Taft, Director of Finance Donna Watts, Director of Properties Mayra Reyna, Deputy Director of Airports Don Faley, Director of Economic Development and Marketing Stephen McFadden, Executive Staff Assistant & Human Resources Lori French.

**Guests:** James Sexton of JMS Construction, Jeff Bishop, Bill Barlow, Colin Hastings of the Pasco Chamber, Franklin County Commissioner Brad Peck, and a Tri-City Herald staff member.

**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 passed unanimously.

**CONSENT AGENDA**

1. Regular Meeting Minutes of April 22, 2021.
2. Vouchers and Warrants #95854-95928 and Direct Deposit #21221-21261 in the amount of $1,607,484.53.
3. Accept as complete- Bergstrom Remodel Project.

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

**PUBLIC HEARINGS AND RESOLUTIONS**

**Resolution 1553-Changing the Date of the Second May Commission Meeting-** Due to schedule conflicts, the Port Commissioners have requested to change the date of the second May Commission Meeting from Thursday, May 27th at 10:30 a.m. to Tuesday, May 25th at 10:30 a.m.

Commissioner Gordon moved and Commissioner Ryckman seconded to change the date of the second regularly scheduled May 2021 Commission Meeting from Thursday, May 27th to Tuesday, May 25th, 2021 at 10:30 a.m. Motion passed unanimously.

**ITEMS FOR ACTION/CONSIDERATION**

**Brokers Policy Update-** Mr. McFadden presented the updated broker policy for the Port, the Professional Real Estate Services Policy, which includes general housekeeping changes and an updated list of the Port properties that the policy covers. These changes do not impact the process the Port uses when working with brokers.

Mr. Bishop, a member of the community, provided feedback on potential future changes to the policy, which will be considered more closely by Port staff in the future.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the updated Professional Real Estate Services Policy. Motion passed unanimously.

**Easterday Lease Assignment-** Mr. Hayden provided an overview of the legal petition the Port received in regards to Easterday’s lease at the Tri-Cities Airport Industrial Area and Mr. Hultgrenn discussed its impact on the Port’s legal position.

Port Commissioners, staff, and legal counsel discussed the potential options the Port has moving forward, including the possibility of purchasing Easterday Farms’ assets.

Commissioner Gordon moved and Commissioner Ryckman seconded to direct Port staff and legal counsel to look into the options for purchasing Easterday Farms’ building at the Airport Industrial Park, including approval for hiring a bankruptcy attorney to represent the Port.

**ITEMS FOR DISCUSSION**

**March Financials-** Ms. Watts presented the March Financial Report.

Commissioner Ryckman noted that considering the year, the numbers are looking very good.

**Tenant Delinquent List-** Ms. Watts presented the tenant delinquent list and a request from the Lampson Corp. for a waiver of their finance charges, based on a new payment arrangement they have with the Port.

Commissioner Gordon moved and Commissioner Ryckman seconded to waive finance charges for the Lampson Corporation in the amount of $448.96, due to the settlement of a new payment plan. Motion passed unanimously.

**Petrichor Update-** Mr. Hayden presented the highlights of Petrichor’s finances and activities since its formation in September of 2019, including a 10-Year Cash Flow Comparison, consultant services, advocacy efforts, and local partnerships.

**Reimann Industrial Center Updates-** Mr. McFadden presented a recap on the RIC funding that is in place and the funding that is being sought after, this includes funding for Phase 2 infrastructure. Project Ruby continues to move forward, and the Port is expecting a draft Letter of Intent (LOI) by May 14th and are working towards an LOI completion date of May 31, 2021.

**Quarterly Credit Card Report-** Ms. Watts presented the Quarterly Credit Card Report.

**RECESS**

At 11:43 a.m., Commissioner Klindworth recessed the meeting for a break, until 11:50 a.m. At 11:50 a.m. the meeting was called back to order.

**Director Reports**:

1. Executive Director
	1. The Inland Ports and Navigation Group (IPNG) will be defending the EIS for the Lower Snake River Dams. This will likely incur large costs and the group is looking to add additional partners to help shoulder the costs since other groups will no longer be in the courtroom as defenders.
	2. Mr. Hayden and Mr. McFadden participated in interviews for the City of Pasco Economic Development Director position.
2. Airport Director
	1. April Airline Statistics compared to the 2019 year:
		* 1. Alaska is up 4%
			2. Allegiant is down 13%
			3. Delta is down 31%
			4. United is down 46%
			5. April is down 21%, and year to date numbers compared to 2019 are down 39%.
	2. April Airline Statistics compared to the 2020 year:
		* 1. Alaska is up 2455%
			2. Allegiant is up 763%
			3. Delta is up 955%
			4. United is up 1471%
			5. Avelo-no information yet
			6. April is up 1359%, and year to date numbers are down 2%.
	3. TSA statistics- April averaged 859 passengers a day, May is averaging 973 passengers a day.
	4. Teresa Newell, the station manager for Republic Parking has been promoted to a regional job for the company. She will still have PSC in her region and Republic is working on filling her position.
	5. The Airport is bringing a new Security Guard on board and will be adding a full time Law Enforcement Officer in the near future.
	6. The Airport will be hosting a ribbon cutting for the new Allegiant flight to San Diego on May 28th.
3. Economic Development and Marketing Director
	1. Mr. McFadden reviewed the Economic Development Report.
	2. Commissioner Klindworth asked about solar farm opportunities at the airport. Mr. McFadden noted that he would research past efforts into implementing those opportunities. Mr. McFadden also noted that along with community partners he is continuing to look into industries for Pasco and the Tri-Cities to expand into.
4. Properties Director
	1. Ms. Reyna noted that the properties staff have their hands full with the EDA Road and Stormwater project and accommodating Big Pasco Tenants during the work.
	2. There is a group that is looking into leasing the boathouse and dock at Big Pasco.
	3. Leggari is still considering their building plans.
5. Airport Deputy Director
	1. The Airport is expecting the FAA Certification Inspection on the 27th of May.

**Commissioner Reports:**

Commissioner Ryckman noted that she attended the Redistricting 101 webinar. There was no new information, other than the most current dates for the upcoming redistricting process.

**RECESS**

At 12:25 p.m., Commissioner Klindworth recessed the meeting for lunch, until 12:50 p.m. At 12:50 p.m. the meeting was called back to order.

**CALENDAR OF EVENTS**

Commissioners and staff discussed the calendar of events.

**ITEMS NOT ON AGENDA**

Mr. Hayden and Mr. Sexton, of JMS Construction, provided an update on the Osprey Pointe Development. Mr. Sexton noted that he and his staff are working on processing the necessary documents to move forward, and that they have ordered the Marketplace building.

**EXECUTIVE SESSION**

At 1:03 p.m., Commissioner Klindworth announced that Commission would go into executive session until 1:25 p.m., to consider the minimum price at which real estate will be offered for sale and to discuss with legal counsel representing the agency potential litigation to which the agency is likely to become a party. At 1:25 p.m. the executive session was extended for 15 minutes, until 1:40 p.m. At 1:40 p.m. the regular session was reconvened.

**ADJOURNMENT**

The meeting was adjourned at 1:42 p.m.

 Port of Pasco Commission:

 Jim Klindworth, President

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 Vicki Gordon, Vice-President

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 Jean Ryckman, Secretary