

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

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**CALL TO ORDER**

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Commissioner Klindworth called the meeting to order at 10:34 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, 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, Director of Economic Development and Marketing Stephen McFadden, Executive Staff Assistant & Human Resources Lori French.

**Excused:** Deputy Airport Director Don Faley.

**Guests:** Wendy Culverwell of the Tri-Cities Journal of Business.

**APPROVAL OF AGENDA**

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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**

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- a) Regular Meeting Minutes of June 24, 2021.
- b) Special Meeting Minutes of July 1, 2021
- c) Vouchers and Warrants #96152-96212 and Direct Deposits #21378-21419 in the amount of \$301036.49, and Vouchers and Warrants #96213-96309 and Direct Deposits # 21420-21460 in the amount of \$1,393,881.28.
- d) Accept as complete- BPIC WH8B1 HVAC Replacement.

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

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Resolution 1555-Martin Luther King Day and Juneteenth Observance-** Ms. French presented, Juneteenth was recently designated as a state and national holiday in June of 2021, as such, the Port Commission has the authority to set the holiday observance schedule to include Juneteenth.

The Port Commissioners and staff discussed the Port’s observed holidays, and the Commission determined to add Martin Luther King Day to the Port’s observed holidays and to replace the current floating holiday with Juneteenth. The change will take effect in January of 2022, and the change for union employees may be subject to bargaining during the contract opening.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1555, Martin Luther King Day and Juneteenth Observance. Motion passed unanimously.

#### **ITEMS FOR ACTION/CONSIDERATION**

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**Chep Gauntt Lease-** Mr. Taft presented, Chep and Kay Gauntt have entered into a month- to- month lease agreement for hangar lot #5 at the Tri-Cities Airport Business Center, located at 3005 Rickenbacker. Mr. Gauntt wishes to explore the option of constructing a hangar and has requested a month- to- month agreement for this parcel, with the approval of the Port Commission.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the lease with Chep and Kay Gauntt and to authorize the Executive Director to sign the lease agreement. Motion passed unanimously.

**Pasco Hangar II Lease Amendment-** Mr. Taft presented, Doug Watts has requested the term on the Pasco Hangar II LLC lease, located at 4219 Stearman, be extended. One of Mr. Watts LLC partners is wishing to sell his condo hangar unit and was unable to do so without a longer lease term. Because most airfield leases have a total of 40- year terms, staff feels adding one ten-year extension to this lease is reasonable. The Port attorney has prepared a lease amendment to reflect the addition of one ten-year extension, making the lease have an original term of 20 years with two ten-year extension options.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the lease amendment to the Pasco Hangars II, LLC lease to add one ten year option to extend the lease term and authorize the Executive Director to execute the lease amendment. Motion passed unanimously.

#### **ITEMS FOR DISCUSSION**

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**May Financials-** Ms. Watts presented the May Financials.

**Tenant Delinquent List-** Ms. Watts presented the Tenant Delinquent List.

**.09 Funds Proposal-** Mr. McFadden presented an overview of the .09 Funds Committee. Port staff helps Franklin County facilitate and conduct the .09 Committee process and the Committee met on Monday, July 12 to review the proposals and come to a consensus on funding.

Those requests were:

1. City of Pasco - \$1 million for the Process Water Reuse Facility for potable water and electrical upgrades.
2. Franklin County - \$85,000 for the HAPO Center for an energy upgrade study that will bring air conditioning into the arena.
3. Port of Pasco - \$1 million for Road improvements to support the new Reimann Industrial Center. This will include improvements to Railroad Avenue along the frontage of the Reimann.
4. TRIDEC - \$20,000 for staffing for Recruitment Lead Generation.

Approximately \$3.2 million is available for this grant cycle and the four requests total \$2,105,000. The committee elected to support all four requests. The recommendations for funding will be forwarded to the Franklin County Commissioners for review and approval in the next couple of weeks.

Commissioners and staff discussed the .09 funding.

**TIF Schedule-** Mr. Hayden reviewed the purpose of the of the recently passed HB1189 at the state legislature for TIF (Tax Increment Financing) and the schedule and key dates for passing the resolution to help the Reimann Industrial Center's Darigold infrastructure construction. The TIF is projected to provide the Port with up to as much as \$6.8 million of the \$16 million in infrastructure costs for Reimann Phase 1.

Commissioners and staff discussed the TIF and schedule.

**Osprey Pointe Update-** Mr. McFadden provided an update on the Osprey Pointe development and the meeting that took place between the City of Pasco, JMS and Port Staff. The Port, City and JMS will continue to meet as needed to move forward on the OP development.

#### **Director Reports:**

1. Executive Director
  - a. Mr. Hayden provided a link to the Columbia Basin Collaborative and discussed the makeup of the participants, which appears to be heavily weighted towards groups that support dam breaching.
  - b. The Cox property that was purchased in June has been named Pasco Industrial Center 395, "PIC395".
  - c. Mr. Hayden attended the July CERB meeting in person last week. CERB was able to award funding to 8 broadband projects, 6 of which were Petrichor projects.
  - d. Eric Johnson, of the Port of Tacoma, invited Mr. Hayden to make a Commissioner presentation about the Port's experience with designing our new office building. Mr. Hayden was able to share some of the Port's history with the Osprey Pointe Admin Building.
  - e. The Port of Benton is conducting a tour for the State Legislative Rail Caucus and has invited the Port of Pasco to participate by giving them a tour of Franklin Co. rail projects. The tour will take place September 16<sup>th</sup> and 17th.
2. Port Attorney
  - a. Mr. Hultgrenn commented that the bankruptcy sale for Easterday is working on the larger items at this time, and that he will report back with any updates in the future. He does not recommend taking action at this time.
3. Airport Director
  - a. Mr. Taft shared June airline statistics compared to 2019 and 2020. Enplanement numbers are down slightly for 2019 and up significantly over 2020.
  - b. TSA statistic-July 1-7 averaged 1285 passengers a day versus 1323 (-2%) in 2019, July 8-14 averaged 1297 passengers a day versus 1434 (-7%) in 2019.

- c. Congress is currently working on an infrastructure package that, at this time, includes \$25 billion for airports. \$10 billion is earmarked for airport terminals. Staff is working with Mead & Hunt to develop a plan for how the airport could use terminal infrastructure funding.
4. Human Resources
  - a. Ms. French reviewed the changes to the COVID requirements for Miscellaneous Venues Guidelines for Open Public Meetings.
5. Finance Director
  - a. Ms. Watts provided the 2022 Budget Schedule
  - b. The 2020 Financial Audit has begun.
  - c. Staff is working on a solution for the outcome of the Leasehold tax audit.
6. Economic Development and Marketing Director
  - a. Mr. McFadden provided the EDM report.
  - b. Mr. McFadden noted, the Port's requests for Reimann Phase 2 infrastructure were not advanced based on the Port's ineligibility for the specific funding source. Congressman Newhouse's staff continues to work on finding alternative sources of funding for the project.
7. Properties Director
  - a. Ms. Reyna provided the PAR report.
  - b. Ms. Reyna noted, she attended the (virtual) Northwest Marine Terminal Association Meeting.
  - c. The Taco Crawl will take place October 9<sup>th</sup>-16<sup>th</sup>.

**Commissioner Reports:**

Commissioner Gordon reported on the WPPA sessions on cyber security. Port staff and Commissioners discussed the outcome of the Energy Northwest cyber audit.

Commissioner Ryckman also attended the WPPA conference.

**CALENDAR OF EVENTS**

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Commissioners and staff discussed the calendar of events.

**RECESS**

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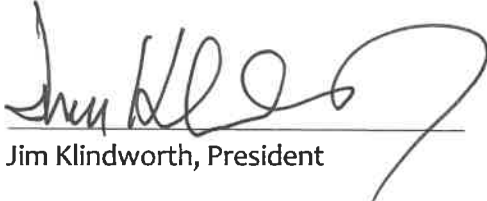
The meeting was recessed for lunch at 12:43 until 1:20.

**ADJOURNMENT**

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The meeting was adjourned at 1:20

Port of Pasco Commission:

  
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Jim Klindworth, President



Vicki Gordon, Vice-President



Jean Ryckman, Secretary