

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and partially in person with Public Access
August 12, 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, 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 Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, Deputy Airport Director Don Faley, Executive Staff Assistant & Human Resources Lori French, Senior Accountant Diana Newman.

Excused: Airport Director Buck Taft and Director of Finance Donna Watts.

Guests: Karen Miller and Kathy Balcom, Darren McEuin of HUB International, Joe Davis of Enduris, Allison Stormo of the Tri-Cities Herald, and Franklin County Commissioner Clint Didier.

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 July 22, 2021.
- b) Vouchers and Warrants #96310-96384 and Direct Deposits #21461-21503 in the amount of \$1,158,352.36.
- c) Accept as Complete- BPIC Demo of Buildings T-235, T-253, Pool and Floats.
- d) Accept as Complete-Marine Terminal Road Patch.

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

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1556-Changing the Date and Location of the Second August Commission Meeting- Due to schedule conflicts, Port Commissioners have requested to change the date of the second August Commission Meeting from Thursday, August 26th at 10:30 a.m. to Monday, August 23rd at 10:30 a.m. Additionally, in order to accommodate the North Franklin Visitor Center dedication and the annual meeting in Connell, the meeting will be held at the North Franklin Visitor Center, located at 661 S. Columbia Ave., in Connell, Washington.

Commissioner Ryckman moved and Commissioner Gordon seconded adopt Resolution 1556, changing the date of the second regularly scheduled August 2021 Commission Meeting from

Thursday, August 26th to Monday, August 23rd, 2021, at 10:30 a.m., with the meeting to be held at the North Franklin Visitor Center. Motion passed unanimously.

ITEMS FOR ACTION/CONSIDERATION

Approval for the ARPA Grant- Mr. Faley presented, the Tri-Cities Airport has been awarded \$5,216,508 in American Rescue Plan Act (ARPA) funding. The funds may be used for operations, personnel, cleaning, sanitization, janitorial services, combatting the spread of pathogens at the airport and debt service. Commission and Staff have previously determined these funds will be reserved for debt payments and operational costs as needed. The airport has also been allocated \$300,196 for concession relief; staff is reviewing options regarding these funds.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to accept the American Rescue Plan Act grant in the amount of \$5,216,508. Motion passed unanimously.

Enduris Renewal- Mr. McEuin of HUB International and Mr. Davis of Enduris were in attendance to present the Enduris liability insurance renewal. The renewal schedule and premium amount increase were discussed with the Commissioners and Port staff. The Commissioners determined to move forward with the renewal.

Commissioner Ryckman moved and Commissioner Gordon seconded to accept Enduris insurance for the policy year effective September 1, 2021, to August 31, 2022, for liability (non-aviation), property, and auto physical damage. Motion passed unanimously.

Change Order for Big Pasco EDA Road Project- Mr. McFadden presented, staff has requested a change order from EDA and Premier Excavation for the Big Pasco Industrial Center EDA Road and Storm water project for addition of gravel and asphalt truck aprons at buildings T2-75 and T6-75, and the addition of crushed rock/recycled asphalt at WH1B1, WH4B3 and WH6B3 to cap native soil and improve drainage. These items were removed from the original bid to keep project costs within budget as the bidding outcome was unknown. Since bids came in under budget, additional funds remain in reserve for items that are unforeseen or may improve project or field conditions, contingent on EDA approval.

The total amount for Change Order #6 is \$115,904.83 (including any applicable sales tax). EDA will pay 80% leaving 20%, or \$23,180.97 for the Port.

Commissioner Ryckman moved and Commissioner Gordon seconded to authorize the Executive Director to sign Change Order #6 in the amount of \$115,904.83, contingent upon EDA approval. Motion passed unanimously.

Mead & Hunt Work Order #5-Taxiway G Design- Mr. Faley presented, one of the construction items in the Tri-Cities Airport Master Plan is to replace Taxiway E with a new Taxiway G. Relocation of the taxiway allows for safer and more efficient movement of aircraft to the runway system and will open up additional areas for General Aviation parking and hangar development. Mead & Hunt has submitted a fee for design of Taxiway Golf Relocation in the amount of \$652,081.02. Century West

Engineers out of Lake Oswego, Oregon was used to conduct the Independent Fee Estimate (IFE) of Mead & Hunt's fees, and they determined that the fees were fair and reasonable. The amount of fees is also well within the 2021 Port of Pasco capital budget, which included \$810,000 for this project, to be funded by AIP 49 and will be the traditional FAA 90/10 split.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to sign work order #5 with Mead & Hunt in the amount of \$652,081.02. Motion passed unanimously.

Mr. Hayden thanked the airport staff for their diligence in completing projects and improving the airport.

Transportation Improvement Plan (TIP)- Mr. McFadden presented, the Port of Pasco had submitted requests for funding via the federal government's new Congressionally Directed Spending program, in an effort to secure funding for Reimann Industrial Center's Phase #2, railroad infrastructure. The Port's applications were not funded, and one of the reasons is that the railroad project is not yet on the regional or state Transportation Improvement Plan, or the state's Freight Rail Plan. Mr. McFadden provided a review of the proposed Port of Pasco Six Year Transportation Improvement Plan (TIP).

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the Port of Pasco's 2022-2025 Six Year Transportation Improvement Plan. Motion passed unanimously.

Franklin County Disbursement Agreements for .09 Funds- Mr. McFadden presented the Franklin County Disbursement Agreement for .09, that was approved on August 3rd by the Franklin County Commission. The Port requested \$1,000,000 for improvements to Railroad Avenue to prepare the roadway for increased truck and vehicle traffic.

Commissioner Ryckman moved and Commissioner Gordon seconded to authorize the Executive Director to execute the Franklin County .09 Fund Disbursement Agreement for \$1,000,000 to support Railroad Avenue road improvements for the Reimann Industrial Center. Motion passed unanimously.

The Port Commissioners thanked Franklin County for the funding and Mr. McFadden for his work with the Franklin County .09 Funds Committee.

ITEMS FOR DISCUSSION

June Financials- Ms. Newman presented the June Financials.

Tenant Delinquent List- Ms. Newman presented the Tenant Delinquent List.

Cable Bridge Lighting Proposal – Ms. Miller and Ms. Balcom provided an overview of the proposed Cable Bridge lighting plan. Commissioners and staff discussed the plan with Ms. Miller and Ms. Balcom and provided feedback as to next steps to move the plan forward.

Director Reports:

1. Executive Director
 - a. Mr. Hayden, Mr. McFadden and Commissioner Klindworth attended a meeting in Ritzville for the Connell Rail Interchange Project, which will potentially be a \$30 million project. Port staff will continue to help strategize on funding sources and will meet with the Port of Moses Lake to determine the lead agency.
 - b. Rick Dunn has been recommended to the Columbia Basin Collaborative to fill one of the current committee openings.
 - c. Enduris has two openings on its board, Ms. Watts will be applying for one of the vacancies.
 - d. Port staff would like to discuss lease prices and potential legal action in executive session.
2. Port Attorney
 - a. Mr. Hultgren commented that he would like to discuss the progress being made with Easterday in executive session.
3. Airport Deputy Director
 - a. Mr. Faley shared July airline statistics compared to 2019 and 2020. Enplanement numbers are down slightly for 2019 and up significantly over 2020.
 - b. As of August 2nd, the Airport has a new Law Enforcement Officer, Mike Nelson.
4. Human Resources
 - a. Ms. French discussed the Long-Term Care Trust Act.
5. Finance Department
 - a. Ms. Newman noted that the Audit is still in process.
6. Economic Development and Marketing Director
 - a. Mr. McFadden provided the EDM report.
7. Properties Director
 - a. Several tenants have recently expanded or are in the process of expanding, and the Properties Department continues to work with tenants during the EDA project.

Commissioner Reports:

Commissioner Gordon noted that the Benton Franklin Council of Governments is examining its history and working on returning original purpose.

Commissioner Ryckman noted that she has been asked to participate by TRIDEC in a small group that will meet with Scout Energy, with a meeting date yet to be determined.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

RECESS

The meeting was recessed for lunch at 12:20 until 12:40.

EXECUTIVE SESSION

At 12:40 p.m., Commissioner Klindworth announced that Commission would go into executive session until 12:50 p.m., to consider the minimum price at which real estate will be offered for lease, and to discuss with legal counsel potential litigation to which the agency is likely to become a party. At 12:50 p.m., executive session was extended for 10 minutes, until 1:00 p.m. At 1:00 p.m., executive session was extended until 1:10 p.m. At 1:10 p.m., the regular session was reconvened.


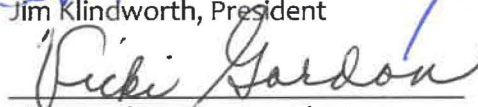
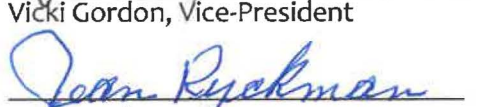
RECESS

The meeting was recessed at 1:12 for a 5-minute break, followed by a tour of the EDA project.

ADJOURNMENT

The meeting was adjourned at 1:40.

Port of Pasco Commission:


Jim Klindworth, President

Vicki Gordon, Vice-President

Jean Ryckman, Secretary