

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and partially in person with Public Access*  
Tri-Cities Airport-3601 N. 20<sup>th</sup> Ave.,  
Pasco, WA  
September 23, 2021 | 10:30 a.m.

---

**CALL TO ORDER**

---

Commissioner Klindworth called the meeting to order at 10:30 a.m., the meeting was attended in person and remotely via Zoom 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 Attorney Dan Hultgrenn, Airport Director Buck Taft, Director of Finance Donna Watts, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, Deputy Airport Director Don Faley, and Executive Staff Assistant & Human Resources Lori French.

**Guests:** Jack Kelly.

**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. With the addition of items 8.E. Award of Concrete Docks Project and item 8.F. Annexation Petition. Motion passed unanimously.

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of September 9, 2021.
- b) Vouchers and Warrants #96529-96606 and Direct Deposits #21583-21619 for the total amount of \$786,497.67.

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

**ITEMS FOR ACTION**

---

**Airline Use Agreement-** Mr. Taft presented, ExpressJet Airlines is planning to begin operations as a Non-Signatory Airline and has requested a lease for approximately 220 square feet of office space and will sign a “non-signatory agreement” for that space, in addition to the fees and charges for operating.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the “Non-Signatory Airline Agreement and Terminal Building Lease” with ExpressJet Airlines and authorize the Executive Director to execute the agreement. Motion passed unanimously.

**Mid-Columbia Fisheries Agreement-** Mr. Hayden presented, the Mid-Columbia Fisheries Enhancement Group (MFEG) is working to restore fisheries in the Columbia River and would like to

install a small riparian habitat demonstration project at Osprey Pointe. Once installed, the project would be maintained by the MFEG and the Port. Staff is working to coordinate the project with JMS Construction and the City of Pasco for the final location and details for the agreement. Port Commissioners and staff discussed the project and its impacts on the City's sewer easement and the Osprey Pointe Development. The Commissioners recommended to add the City's easement to the map of the riparian project location.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the agreement with the Mid-Columbia Fisheries Enhancement Group for a riparian demonstration project at Osprey Pointe, with the addition of a map showing easements on the site. Motion passed unanimously.

**Letter of Intent for Warehouse Lease-** The Letter of Intent was not provided in time for the Commission Meeting and the item will be moved to a future date.

**The Landing, LLC Construction Completion Extension Request-** Mr. Taft presented, Mr. Hawley of The Landing LLC, has requested an extension of the construction deadlines that are included in his leases. His leases began on April 1, of 2021, and the construction deadlines were October 1, 2021. His request is for an additional 12 months due to COVID-19 Pandemic related delays and complications. Staff recommends approving this extension, and the Commissioners and staff discussed the project's progress.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the completion date for both the multi-tenant flex building and the multi-tenant retail building referenced in two leases with The Landing LLC be extended to October 1, 2022. Motion passed unanimously.

Commission and staff discussed the Argent Road Project.

**Award of Concrete Docks Project-** Ms. Reyna presented, the Port has received bids for the Big Pasco Concrete Docks Project. There were three bids received, with the lowest being submitted by ESF Development LLC (dba ESF Solutions), of Walla Walla, WA. The bid was for \$141,180, including sales tax. All required bidding forms were submitted, and the bidder's responsibility criteria has been verified.

Commissioner Ryckman moved and Commissioner Gordon seconded to award ESF Development LLC (dba ESF Solutions) the Contract for the Concrete Docks Project, for the price of \$141,180, including sales tax. Motion passed unanimously.

**Annexation Petition-** Mr. McFadden presented a review of the recently approved City of Pasco UGA expansion and stated that the Port is requesting approval to move forward with the annexation of the southern portion of the Reimann Industrial Center. Commissioners and staff discussed the annexation.

Commissioner Ryckman moved and Commissioner Gordon seconded to move forward with the annexation of the south half of the Reimann Industrial Center. Motion passed unanimously.

## ITEMS FOR DISCUSSION

---

### Director Reports:

1. Executive Director
  - a. Mr. Hayden participated in a call with IPNG and provided an update on the Hydropower EIS challenge that is in process. There has been a one month pause in the expected schedule.
  - b. TRIDEC has put together a group to discuss the impacts of Economic Development on area housing. Mr. Hayden and Mr. McFadden participated, as well as several other community partners.
  - c. Mr. Hayden provided an update on the Tri-Cities Shoreline Land Reconveyance Project.
  - d. Mr. Hayden attended the WPPA Legislative Committee update.
  - e. Mr. Hayden displayed the state legislative redistricting proposals prepared by the State Redistricting Commission and noted the changes to districts in Franklin County. The congressional redistricting proposals have not yet been completed.
  - f. Mr. Hayden has been requested to participate in the PNWA officer rotation. The Commission expressed their support for Mr. Hayden's participation and for the value of the Port's involvement in the PNWA, and suggested the final decision is in Mr. Hayden's hands.
2. Airport Director
  - a. Mr. Taft shared August airline statistics compared to 2019 and 2020. Enplanement numbers are down slightly from 2019 and up significantly over 2020.
  - b. Mr. Taft reviewed the fall airline schedule changes. They are due to pilot shortages and the reduced travel for this time of year.
3. Airport Deputy Director
  - a. Mr. Faley noted that Mead & Hunt is working on necessary site testing for Taxiway Golf.
  - b. Airport Maintenance Staff is working on fixing lighting issues on the airfield.
4. Finance Department
  - a. The Exit Conference for the Audit has been completed, and the Port received clean Audit Reports on all four of the Audits, including Financial Statements, Federal Single, Accountability, and PFC. Ms. Watts thanked Ms. Newman and Port/Airport staff for their assistance and help in completing the audit. Commissioners noted their congratulations for a clean Audit.
  - b. Ms. Watts is participating in the WPPA Finance Committee and the AAAE Finance Board and has just completed the application to serve on the Enduris Board.
5. Economic Development and Marketing Director
  - a. Mr. McFadden provided an update on the TIF project, and the 90-day clock for review has begun, ending on the 21<sup>st</sup> of December of 2021.
  - b. Mr. McFadden attended a meeting with the Darigold project manager.
  - c. Mr. Hayden and Mr. McFadden met with BNSF and received news that the Port is being considered to receive a BNSF industrial site certification. This certification

would provide promotion and advertisement for the Port as a “shovel-ready” intermodal site.

- d. Mr. McFadden has been invited to the Sunrise Rotary Club and has just received the honor of Trustee Emeritus status through Big Bend Community College.
  - e. Mr. McFadden has also received a request to participate in the WEDA Rural Clean Energy workgroup.
6. Properties Director
    - a. Ms. Reyna provided an overview of the Properties Activity Report.
    - b. Ms. Reyna provided an update on Road & Stormwater Project and the effects on the tenants.
  7. Human Resources
    - a. The Port’s Fall Newsletter will be distributed at the end of the September-beginning of October through Hometown Values Magazine and the Franklin County Graphic.

### **Commissioner Reports:**

Commissioner Ryckman noted, the TRIDEC/Scout Energy meetings have continued, and while not yet concluded, the meetings have been amicable.

Commissioner Ryckman also noted, she attended the WSU ribbon cutting, and that she has received an email from someone she worked with at the PUD who now works in conservation and has sent that contact information on to Mr. McFadden.

Commissioner Klindworth commented that he attended the Annual Meeting for the Franklin County Historical Society, and that the Port was mentioned several times for their work. He also noted that they provided an excellent presentation.

Commissioner Gordon congratulated staff for their committee requests and nominations.

### **ITEMS FOR INFORMATION/NO DISCUSSION**

---

**A&O Trucking, LLC-** A&O Trucking has been a tenant since November 1, 2015, and they are located directly across from Zen-Noh Hay leasing approximately 1.05 acres in a fenced yard. This is a lease renewal for a one-year term lease with an option to renew for one-year. The Lease value is \$7,219.80 per year.

**IEDS Lease Amendment-** IEDS entered into lease amendment #3 on January 29, 2021, to increase space from 32,400 to 43,200 sf. On September 1, 2021, they reduced space to 21,600 square feet and have given formal notice that they will no longer be leasing this bay, starting October 1, 2021. The lease value is \$6,668.96 per month.

**Battelle Lease Amendment-** The final lease amendment for the Battelle Hangar Lease has been executed and includes the following changes present in the amendment agreement. Lease premises have been updated to the final square footage of 17,907, and the term reflects a commencement date of August 15, 2020, and other grammatical changes under section A. Rent has been amended from the monthly rate of \$15,442.00 to \$16,448.25 and the amendment addresses the lump sum correction payment of the newly agreed upon rate. The use of premises have incorporated Exhibit C as an attachment to the lease, which is the

Airport Business Center aviation CCR's. Language has been changed regarding Tenant Improvements and their amounts and sections A, B, and C have changes for clarification. Also incorporated is additional detail regarding Annual Service Rate Determination and the establishment of the initial service rate of \$2.50 per sf for maintenance.

**Apollo Sheet Metal**- This a three-year term lease at the Big Pasco Industrial Center, Warehouse 8 Bay 1 for 43,200 square feet located at 2110 E Ainsworth. They have been a tenant in this warehouse since August 1, 2018. The lease value is \$177,897.00 per year.

#### **CALENDAR OF EVENTS**

---

Commissioners and staff discussed the calendar of events.

#### **RECESS**

---

At 12:23 p.m., Commissioner Klindworth recessed the meeting for lunch until 12:45 p.m.

#### **EXECUTIVE SESSION**

---

At 12:45 p.m., Commissioner Klindworth announced that Commission would go into executive session for 30 minutes, until 1:15 p.m., to discuss with legal counsel potential litigation to which the agency is likely to become a party. At 1:15 p.m., the regular session was reconvened.

#### **ADJOURNMENT**

---

The meeting was adjourned at 1:15 p.m.

Port of Pasco Commission:

  
Jim Klindworth, President

  
Vicki Gordon, Vice-President

  
Jean Ryckman, Secretary