

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and in person with Public Access*  
Port of Pasco 1110 Osprey Pointe Blvd., Ste. 201, Pasco, WA  
October 28, 2021 | 10:30 a.m.

---

**CALL TO ORDER**

---

Commissioner Klindworth called the meeting to order at 10:32 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, Finance Director 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, Ben Hoppe of JUB Engineers, Matt Wilkes of Washington State Association, Mike Paris & Keely Dearing of Mid-Columbia Warehouses, and James Sexton of JMS Construction.

**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 October 14, 2021.
- b) Vouchers and Warrants #96687-96776 and Direct Deposits #21659-21695 for the total amount of \$991,200.70.

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

**PUBLIC CITIZEN COMMENT**

---

Mr. Paris of Mid-Columbia Warehouses shared a letter with the Commission regarding the back rent and CPI adjustment that was discussed in Commission on October 14<sup>th</sup>, 2021. The Commission determined they would discuss the letter's request regarding minimum lease prices and potential legal action in Executive Session.

**PUBLIC HEARINGS AND RESOLUTIONS**

---

**Public Hearing for the 2022 Final Budget-** Commissioner Klindworth opened the Public Hearing for the 2022 Budget at 10:45. No members of the public offered comment, and Commissioner Klindworth closed the Public Hearing at 10:47.

Ms. Watts presented; the 2022 final budget has adjustments from the proposed preliminary budget. The change is adding an additional \$6,700,000 to Airport Contributions Federal Grants from AIP funds for the construction of Taxiway G.

**Resolution 1563-2022 Port of Pasco Tax Levy-** Resolution 1563 adopts the 2022 tax levy for the Port of Pasco. The tax levy includes additional property taxes resulting from new construction plus a 1% increase from last year's property taxes.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1563, a Resolution of the Commission of the Port of Pasco adopting the Port of Pasco's Tax Levy increase for 2022. Motion passed unanimously.

**Resolution 1564-2022 Port of Pasco Budget-** Resolution 1564 adopts the 2022 budget for the Port of Pasco's regular property tax levy for collection in 2022.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1564, Resolution of the Commission of the Port of Pasco adopting the Port of Pasco's budget for calendar year 2022 for the Port of Pasco's regular property tax levy for collection in the calendar year 2022. Motion passed unanimously.

The Commission thanked Ms. Watts and staff for all of their hard work.

#### **ITEMS FOR ACTION**

---

**City of Pasco Sewer LID-** Mr. Hayden presented, the City of Pasco, Port, and certain residential property developers are interested in forming an LID to provide sanitary sewer to areas of NE Pasco, including the Reimann Industrial Center. In order to meet development deadlines, the City proposed getting started with some of the initial planning and design work for the LID and asked the interested parties to sign a "Pre-Formation Agreement". The Agreement calls for each of the interested parties, excepting the City, to provide \$50,000 to fund the pre-design work.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the City of Pasco East UGA Sewer LID Preformation and Evaluation Agreement. Motion passed unanimously.

#### **RECESS**

---

At 11:22 a.m., Commissioner Klindworth recessed the meeting for 5 minutes, the meeting was resumed at 11:30 a.m.

#### **ITEMS FOR DISCUSSION**

---

**COVID Compliance-** Mr. Taft presented, on September 9, President Biden issued two Executive Orders mandating vaccine requirements for federal employees and federal contractors. The Port of Pasco is considered a federal contractor due to the lease with the Transportation Security Administration (TSA) at the airport, and the lease with the National Oceanic and Atmospheric Administration (NOAA) at Big Pasco. The US General Services Administration (GSA) has sent notices to the Port "strongly encouraging"

the Port to sign an amendment to both leases to incorporate the requirements of the Executive Order into our leases.

Commission and staff discussed the orders and the potential impacts on the Port. Staff will continue to monitor the issue.

**Osprey Pointe Update-** Mr. Sexton of JMS Construction provided an update on the Osprey Pointe Development for the Commission and staff. The project continues to move forward, and the Commissioners expressed their continued support.

**Director Reports:**

1. Executive Director
  - a. Mr. Hayden noted that he attended the PNWA and IPNG conference last week and provided a brief update on the IPNG settlement developments regarding the dams.
  - b. Port staff members are meeting with the Pasco City Council, and Franklin County Commissioners in the upcoming weeks regarding the Reimann Industrial Center Tax Increment Financing implementation.
2. Airport Director
  - a. September enplanements are down slightly from 2019, as are the year-to-date numbers.
  - b. September and year-to-date numbers are up significantly from 2020.
  - c. Mr. Taft noted that he has signed a task order with Amplifi for marketing work for the holiday season.
  - d. Mr. Taft has also signed an agreement with PBS to take soil samples from the hill off the north end of runway 12, to determine its suitability for other uses when it is removed for runway extension in the future.
  - e. The Airport recently advertised an RFP for rental car services for the Tri-Cities Airport. Proposals were received from Avis/Budget, Hertz/Dollar, National/Alamo, and Enterprise. There will be a three-year agreement in place that will provide a 45% increase, approximately \$1.1 million, in minimum annual guarantee (MAG). Staff will provide agreements for Commission approval at the November meeting.
  - f. Mr. Taft also noted that the Aha! dedication went well.
3. Airport Deputy Director
  - a. Mr. Faley noted that he attended the National Weather Service Teleconference, they project it will be a cold and wet winter.
4. Finance Department
  - a. Ms. Watts noted that the S & P rating on the Ports bonds has improved from an A- negative outlook to an A- positive outlook.
5. Economic Development and Marketing Director
  - a. Mr. McFadden reported that staff and Darigold are working toward closing the Purchase Sale Agreement.
  - b. The Port hosted a second site visit for Project Kane.

- c. Community and Agency partners are really stepping up to support the Port's projects. Project Kane representatives commented that the Port of Pasco location provided the best presentation from the Port and partners out of all the sites being considered.
- 6. Properties Director
  - a. Ms. Reyna provided a review of the Property Activities Report, noting that the EDA Project has a projected completion date of November 14<sup>th</sup>.

**Commissioner Reports:**

Commissioner Ryckman noted that she was in attendance at the PNWA Conference to see Mr. Hayden receive his distinguished service award. After which she attended the WPPA Small Ports Conference and was reminded of how fortunate the Port is to have such excellent collaborations with community and agency partners.

Commissioner Klindworth offered Mr. Hayden congratulations for receiving the Distinguished Service Award.

**CALENDAR OF EVENTS**

---

Commissioners and staff discussed the calendar of events.

**RECESS**

---

At 12:15 p.m., Commissioner Klindworth recessed the meeting for lunch for 20 minutes, the meeting was resumed at 12:35 p.m.

**EXECUTIVE SESSION**

---

At 12:35 p.m., Commissioner Klindworth announced that Commission would go into executive session for 30 minutes, until 1:05 p.m., to discuss with legal counsel potential litigation to which the agency is likely to become a party and minimum lease price. At 1:05 p.m. the executive session was extended for 15 minutes. At 1:20 p.m., the regular session was reconvened.

Upon return to the regular session, the Commission decided to take action on the back-rent and CPI adjustment for Mid-Columbia Warehouses.

Commissioner Gordon moved and Commissioner Ryckman seconded to not pursue past due rent for Mid-Columbia Warehouses because of the longevity of tenancy and in keeping with the continuous service they provide for the community. Motion passed unanimously.

## **ADJOURNMENT**

---

The meeting was adjourned at 1:27 p.m.

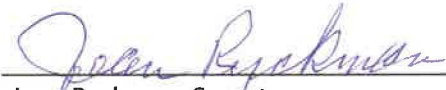
Port of Pasco Commission:



Jim Klindworth, President



Vicki Gordon, Vice-President



Jean Ryckman, Secretary