

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
February 24, 2022 | 10:30 a.m.

CALL TO ORDER

Commissioner Gordon 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 Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Executive Director Randy Hayden, Port Attorney Heidi Ellerd, Airport Director Buck Taft, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, Senior Accountant Diana Newman, and Executive Staff Assistant & Human Resources Lori French.

Excused: Deputy Airport Director Don Faley, Finance Director Donna Watts.

Guests: Franklin County Commissioner Clint Didier, Darren McEuin of Conover/HUB Insurance, Kennewick City Councilman John Trumbo, Malin Bergstrom, and Neeka Somday. Colville Tribes Representatives; Chairman Andrew Joseph Jr., Francis Somday, Cody Desautel, Alice Koskela, and William Gun.

APPROVAL OF AGENDA

Commissioner Klindworth 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 February 10, 2022
- b) Vouchers and Warrants #97373-97451 and Direct Deposits #21982-22023 for the total amount of \$548,465.28

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

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1573-CERB Repayment Resolution - Mr. McFadden presented, Resolution 1573 is a pre-condition to the Port of Pasco entering into a financial contract with the Community Economic Revitalization Board (CERB), to accept the grant and loan for a total of \$2,947,995, that was awarded in January. The Resolution outlines the repayment of the loan.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1573, for the CERB loan/grant for the Tri-Cities Airport Business Center Road and Taxiway Project. Motion passed unanimously.

ITEMS FOR ACTION/CONSIDERATION

Excess Liability Insurance- Mr. McEuin provided the Commission additional information on the Marine Terminal Excess Liability Coverage, in response to their request from the February 10th Commission meeting. Mr. McEuin and Commission discussed.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the excess liability and marine excess liability insurance with Lloyds of London for \$113,475 for a 10-month period. Motion passed unanimously.

BPIC Building 900 Re-Roof Bid Award- Mr. McFadden provided an overview of the bid tabulation for the BPIC Building 900 Re-Roof project. Leslie & Campbell of Yakima was the low bidder with a bid of \$125,817.44, including sales tax.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the contract for the BPIC Building 900 Re-Roof project to Leslie & Campbell, as they appear to have submitted the lowest, responsible, responsive bid in accordance with the contract documents. For the total contract price, including sales tax, of \$125,817.44. Motion passed unanimously.

BPIC WH5B2 Re-Roof Award- Mr. McFadden provided an overview of the bid tabulation for the BPIC WH5B2 Re-Roof project. Leslie & Campbell of Yakima was the low bidder with a bid of \$184,381.08, including sales tax.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the contract for the BPIC WH5B2 Re-Roof project to Leslie & Campbell, as they appear to have submitted the lowest, responsible, responsive bid in accordance with the contract documents. For the total contract price, including sales tax, of \$184,381.08. Motion passed unanimously.

ITEMS FOR DISCUSSION

Colville Agreement- Representatives from the Colville Tribes were in attendance to discuss the proposed Cooperation Agreement between the Port and the Tribes, in association with their purchase of property near the Kartchner interchange in East Pasco. Commissioners, staff and representatives discussed the agreement and the potential project, addressing questions and concerns.

The Port attorney will work with staff and the tribe's attorney to move forward on the agreement after changes are agreed upon. Staff will also contact the local partners/entities regarding the agreement.

East General Aviation Hangar Layout- Mr. Taft presented the plan that staff would like to submit to the FAA regarding the East General Aviation Apron in the north and south ends in its FAA CIP. The proposed plan should allow the airport to continue to support the growth of the East Apron for the foreseeable future. Staff prioritized the siting of large hangars in the south area as these hangars are harder to locate due to height requirements. Ms. Bergstrom commented that there is a lot of need for additional hangars in the GA portion of the Tri-Cities Airport and was glad to see the expansion plans.

Commissioners expressed support of the expansion plan.

Redistricting Update- Mr. Hayden and Ms. French presented, staff received the 2020 US Census Bureau results, including demographic information and provided four options for Commission consideration to begin the redistricting process. The proposed maps attempt to balance population figures between the districts. The maps also attempt to ensure that minorities have an equal opportunity to elect representatives of their choice. Commissioners and staff discussed the options, and the Commission is in support of moving forward in the redistricting process with the four options presented.

Rental Market Rates- Ms. Reyna presented a summary breakdown of the Rental Market Rates Analysis. The analysis provided a Broker's Lease Price Opinion of Value (BOV) range of rental rates for the Big Pasco Industrial Center and the Airport Industrial Center, giving staff a comparison with similar properties within the area. The comparison provides insight into the differences between the Port's existing published rates and current market rates, however, due to the uniqueness of the buildings, there are many other factors in consideration.

The Commission and Port staff discussed the analysis, and what additional information could be drawn from it. At this time, Commission would like to move forward with adjusting market rates based on the analysis, and staff will prepare a list of buildings and adjusted rates for future action by the Commission.

Director Reports:

1. Executive Director
 - a. Staff is taking a hard look at potential grant opportunities for the Port that fit our needs and timelines. Mr. Hayden and Mr. McFadden are working with Hal Heimstra and Jeannie Beckett to find the best fitting opportunities, and for grant writing.
2. Airport Director
 - a. Mr. Taft noted that the Airport recently received notification that it has received its Global Biorisk Advisory Council (GBAC) STAR accreditation. This accreditation program helps facilities demonstrate they have work practices, procedures, and protocols to prepare, respond and recover from outbreaks and pandemics.
 - b. The Airport is waiting on further information regarding the mask mandates. The State's will lift on the 21st of March. The federal mandate covering airports and other transit hubs has been extended to March 18th. It is unknown if there will be an extension or change past this date.
 - c. Mr. Taft reviewed the airline schedule changes.
 - d. Mr. Taft also noted that he has met with Mead & Hunt regarding upcoming terminal projects and will be working with Ms. Watts to ensure the airport is in the position to take advantage of these opportunities.
3. Director of Economic Development and Marketing
 - a. Mr. McFadden noted that Darigold has officially been issued a street address by the City of Pasco.
 - b. The Old Dominion PSA has been executed and land survey will begin in the near future.
 - c. JUB Engineering was selected to provide the RIC Phase 1 infrastructure engineering. The agreement will be brought to the Commission in March.
 - d. Mr. McFadden attended the World Ag. Conference that took place the second week of February.

Commissioner Reports:

Commissioner Ryckman attended two executive meetings for the WPPA. They intend to review the dues structure and create a strategic plan committee.

Commissioner Ryckman has also been attending TRIDEC meetings.

Commissioner Gordon noted that she attended a Downton Pasco Development Association meeting.

RECESS

At 11:20 a.m. Commissioner Gordon recessed the meeting for 5 minutes, until 11:25 a.m., and at 11:25 a.m. Commissioner Gordon extended the recess for lunch for 20 minutes, until 11:45 a.m. The meeting was resumed at 11:45 a.m.

At 1:21 p.m. Commissioner Gordon recessed the meeting for 5 minutes, until 1:26 p.m. The meeting was resumed at 1:26 p.m.

At 2:39 p.m. Commissioner Gordon recessed the meeting for 5 minutes, until 2:44 p.m. The meeting was resumed at 2:44 p.m.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.


EXECUTIVE SESSION

At 2:44 p.m., Commissioner Gordon announced that Commission would go into executive session for 15 minutes, until 2:59 p.m., to discuss with legal counsel litigation or potential litigation to which the agency the governing body or a member acting in an official capacity is or is likely to become a party. At 2:59 p.m., the regular session was reconvened.

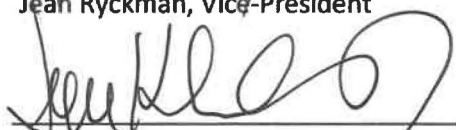
ADJOURNMENT

The meeting was adjourned at 2:59 p.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary