

**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*  
*March 10, 2022 | 10:30 a.m.*

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**CALL TO ORDER**

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Commissioner Gordon 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 Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Executive Director Randy Hayden, Port Attorney Dan Hultgrenn, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, 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.

**Guests:** Franklin County Commissioner Clint Didier

**APPROVAL OF AGENDA**

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Commissioner Ryckman moved and Commissioner Klindworth 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 February 24, 2022
- b) Vouchers and Warrants #97452-97530 and Direct Deposits #22023-22102 for the total amount of \$523,935.04
- c) Accept as Complete, Battelle Mezzanine Floor

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

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Resolution 1574-Changing the Time and Location of the Second March Commission Meeting** – In order to facilitate a visit to the Battelle Hangar at the Tri-Cities Airport, the Commissioners determined that moving the time and location of the second March Commission Meeting to 10 a.m. at the Tri-Cities Airport would be favorable.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1574 changing the time and location of the second March Commission Meeting to 10:00 a.m. at the Tri-Cities Airport, located at 3601 North 20<sup>th</sup> Ave., Pasco, WA. Motion passed unanimously.

**ITEMS FOR ACTION/CONSIDERATION**

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**Selection of Draft Option for Port Redistricting-** Ms. French presented, at the Commission meeting on the 24<sup>th</sup> of February, staff provided four draft options for Commission consideration for redistricting. In

order to move forward with the redistricting process, Commission must select one option for publication and the public hearing. Commissioners and staff discussed the proposed draft options noting that all of the options were compact, enabled minority groups to select a candidate of their choice, and rebalanced populations in the districts based on the 2020 census data. There was general agreement that Option 1 provided the most equal population between the three districts.

Commissioner Ryckman moved and Commissioner Klindworth seconded to select Option 1 as the draft plan for the Port of Pasco revised Commission Districts, with the final plan to be approved following a public hearing. Motion passed unanimously.

Staff advised Commission that the draft plan would be published in accordance with RCW requirements and would be advertised in both English and Spanish.

**JUB Agreement for Reimann Industrial Center Engineering-** Mr. McFadden presented, staff selected J-U-B Engineering, Inc. as the preferred candidate to conduct engineering and construction management services for the Reimann Industrial Center Phase #1 Infrastructure Project. For the provided Scope of Work, the agreement is for the amount of \$1,646,000 and includes a management reserve of \$100,000.

Mr. Hayden provided an overview of discussions with the City of Pasco about forming an LID to bring municipal sewer to the site. If the City does not follow through with the sewer LID, the J-U-B agreement allows the Port to add sewer design services to the scope of work for an additional fee.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to execute the Professional Services Agreement for Reimann Industrial Center Phase #1 Infrastructure with J-U-B Engineering, Inc., for the not-to-exceed amount of \$1,646,000. Motion passed unanimously.

**Hancock Sandblast & Paint Lease-** Ms. Reyna presented, Hancock Sandblast & Paint's lease is expiring and would like to enter into a new 1-year lease with a 1-year option for building T-131 and T-323 at the Big Pasco Industrial Center. Staff is requesting a modified published rate of \$.34 psf to fall within the range of \$.31-.38 psf as recommended by the recently completed market survey. The proposed rate represents an increase of 8.35% over Hancock's current lease rate and is in line with CPI increases.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute as lease with Hancock Sandblast & Paint, LLC at a newly published rate of \$8,615.76 per month for building T-131 and \$574.38 per month for building T-323. Motion passed unanimously.

**Airport Capital Budget-** Mr. Taft presented, the Commission approved the Port's Capital Budget for 2022 in November of 2021. Since then, the budget has been adjusted to include the Bipartisan Infrastructure Funds of approximately \$16.7 million over the next five years. The updated Capital Budget includes how these funds will be used for the design and construction of the east general aviation ramp and design and construction of a snow removal facility. Staff and Commission discussed the proposed revisions and federal funding.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the amended 2022 Capital Budget for the Tri-Cities Airport. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**January Financials-** Ms. Watts presented the January Financials for discussion.

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

**Meeting Format-Post COVID-** Ms. French presented potential meeting format options for Commission discussion. The Commission would like to see the in person/video hybrid format continue, if/when the state of emergency and proclamation 20-28.15 is lifted.

### **Director Reports:**

#### **1. Executive Director**

- a. Mr. Hayden noted, the Benton Franklin Council of Governments will be hosting a meeting regarding the Cable Bridge lighting project. Commissioner Gordon offered to attend on behalf of the Port.
- b. The Port attorney has not heard back from the Colville Tribes' attorney on the Cooperation Agreement components that are in discussion. The Master Agreement idea is still in consideration and discussion with the Port's community partners.
- c. Mr. Hayden recognized Lori French for the excellent job in putting together the video for the Tri-City Regional Chamber State of the Ports luncheon.
- d. Staff will arrange a tour of the Battelle hangar for the next Commission meeting.
- e. Mr. Hayden and Mr. McFadden met with Scott Musser to discuss a proposed project at the Airport Business Center; Mr. Musser would like to attend the next meeting to discuss the project with the Commission.
- f. Mr. Hayden provided an overview of a potential request regarding the Heritage Railroad.
- g. Mr. Hayden noted, this is the final meeting for Port Attorney, Dan Hultgrenn. Mr. Hayden expressed gratitude to Mr. Hultgrenn for his excellent service to the Port and for being the best Port Attorney in the state.

#### **2. Port Attorney**

- a. Mr. Hultgrenn thanked the Commissioners and staff for 30 great years with the Port.

#### **3. Airport Director**

- a. Mr. Taft provided the Airport Activities Report.
- b. The House passed the FY22 spending package, which contained AIP funding for the Airport. It is anticipated to be passed by the Senate by March 15<sup>th</sup>, and it will enable the Airport to begin the TWY G project sooner than expected.
- c. Mr. Taft polled other airports about their response to pointing of lasers at aircraft. The other airports were not taking any special actions. Mr. Taft is still in the process of researching what, if anything, can be done about the issue.
- d. The tower operations stats for January were incorrect. The numbers were 3606, not 1488 and January 2021 vs. January 2022 showed a -15% instead of -65%.

- e. FedEx has shown a significant drop in air freight due to labor issues in Spokane.
- f. The federal (Airport) mask mandate has been extended to April 18, 2022.
- 4. Airport Deputy Director
  - a. Mr. Faley noted the Taxiway G bids will be opened on March 18<sup>th</sup>.
  - b. Surveying and soil boring for the taxiway is taking place at the business park.
  - c. Construction on The Landing continues to progress.
  - d. The Pasco School District's bus maintenance building foundation is being poured.
- 5. Finance Director
  - a. Ms. Watts noted that she attended the AAAE Finance Seminar. GASB 87 and grants were the main focus.
  - b. Ms. Watts noted that she also attended the Association of Government Risk Pools on behalf of Enduris. Ms. Watts is looking forward to adding additional knowledge to the Port of Pasco and the Enduris board.
- 6. Director of Economic Development and Marketing
  - a. Mr. McFadden stated the next round of congressional funding is open, and the Port is considering what might be an appropriate request for Phase 1b of the Reimann Industrial Center.
  - b. Staff is working with the Bureau of Reclamation (BoR) on an easement for the RIC rail. BoR is recommending that the Port purchase the ground rather than granting an easement.
  - c. Project Kane has now eliminated PIC 395 as a potential selection site.
  - d. Seven companies responded to the Port's Marketing RFP; the selection team will be interviewing the five finalists next week.
- 7. Director of Properties
  - a. Ms. Reyna noted that there are potential tenants interested in the Parson's office building.

#### **Commissioner Reports:**

Commissioner Gordon noted that she participated in the White House CEQ (Council on Environmental Quality) listening session on the Columbia/Snake River dams with other IPNG members, and that it was well organized and seemed to go well.

Commissioner Gordon also noted that she is looking forward to seeing the presentations by the marketing firms.

The Commissioners thanked Mr. Hultgren for his service over the years and noted that he will be missed.

#### **EXECUTED ITEMS**

**IEDS Lease Assignment-** IEDS (Inland Empire Distribution Systems, Inc.) has amended their lease to decrease their square footage to 15,000 sq. ft. The lease is month to month and the value is \$5,535.19/month.

**Apollo Sheet Metal Lease-** Apollo Sheet Metal has re-leased approximately 21,600 square feet in building #102 and added approximately 7,900 square feet of adjacent land to the south of building #102 in a new lease agreement for 3404 Swallow in Tri-Cities Airport Industrial Park. The previous lease for

this premises with Apollo expired on 1/31/22 and was held over in month-to-month status until March 1, 2022, the effective date of the new lease. The lease value is approximately \$231,173.28 for the initial term.

#### **RECESS**

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At 12 p.m. Commissioner Gordon recessed the meeting for lunch for 25 minutes, until 12:25 p.m. The meeting was resumed at 12:25 p.m.

#### **CALENDAR OF EVENTS**

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Commissioners and staff discussed the calendar of events.

#### **EXECUTIVE SESSION**

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At 12:50 p.m., Commissioner Gordon announced that Commission would go into executive session for 5 minutes, until 12:55 p.m., to discuss the position to be taken by the governing body during the course of grievance and mediation proceedings currently in progress. At 12:55 p.m., the regular meeting was resumed.

#### **ADJOURNMENT**

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The meeting was adjourned at 12:58 p.m.

Port of Pasco Commission:

  
Vicki Gordon, President

  
Jean Ryckman, Vice-President

  
Jim Klindworth, Secretary