

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and in person with Public Access*  
*Tri-Cities Airport, 3601 N. 20<sup>th</sup>, Ave., Pasco, WA*  
*March 24, 2022 | 10:00 a.m.*

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**CALL TO ORDER**

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Commissioner Gordon called the meeting to order at 10:00 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, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, and Executive Staff Assistant & Human Resources Lori French.

**Guests:** Franklin County Commissioner Clint Didier, BFCOG Executive Director Michelle Holt, Pasco Chamber of Commerce Executive Director Colin Hastings, and former Port of Pasco Attorney Dan Hultgrenn.

**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 March 10, 2022
- b) Vouchers and Warrants #97531-97636 and Direct Deposits #22103-22141 for the total amount of \$939,067.54

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 1575-Commending Dan Hultgrenn for Service to the Port-** Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1575, Commending Dan Hultgrenn for his excellent service to the Port of Pasco. Motion passed unanimously.

**ITEMS FOR ACTION/CONSIDERATION**

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**License Agreement for TCA Waterline-** Mr. Taft presented, the City of Pasco's irrigation line that runs through the Airport Business Park, in part, has been relocated due to its position on The Landing building's property. The License Agreement modifies the original agreement, from 1968, to change the location of the easement to the position of the relocated pipe.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to sign the Amendment to the License Agreement with the City of Pasco for the irrigation line easement. Motion passed unanimously.

**Personnel Policy 130-USERRA and Military Leave-** Ms. French presented, Port staff is continuing to update Port of Pasco Personnel Policies. Policy 130 has been updated to clarify existing language regarding on USERRA (Uniformed Services Employment and Reemployment Act) leave, and to outline the requirement for Military Leave for public employees, as provided in RCW 38.40.060.

Commissioner Klindworth moved and Commissioner Ryckman seconded to accept the proposed changes to Port Personnel Policy 130- USERRA and Military Leave Policy. Motion passed unanimously.

**Ideal Tarp Rent Credit Request-** Ms. Reyna presented, staff has been working with Ideal Tarp to resolve the outstanding rent amount of \$841.49 from June 2020, which has remained outstanding since the lease consolidation that began in July of 2020. Based on the tenant made improvements to the leased property and discussion with staff that a credit may be provided for improvements' supplies (not labor), Ideal Tarp also did not make a December 2020 payment in the amount of \$2,657.21, anticipating a credit for the gravel that was used in the improvement. The outstanding amounts from 2020 have incurred finance charges of \$1,184.33. Ideal Tarp requested the finance charge be waived, along with the past due rent, as they feel they should have been credited this amount.

Commissioner Klindworth moved and Commissioner Ryckman seconded to grant Ideal Tarp a rent credit of \$2,657.21 and to waive the finance charges of \$1,184.33, provided that Ideal Tarp pays the outstanding June 2020 rent amount of \$841.49 and brings past due rent current by March 31, 2022. Motion passed unanimously.

**Mid-Columbia Warehouses Lease-** Following Executive Session on minimum lease price, the following action was taken:

Commissioner Ryckman moved and Commissioner Klindworth seconded, to authorize the Executive Director to execute new 1-year leases with Mid-Columbia Warehouses with an increase of 35% to current rents for each fully-leased warehouse effective March 1, 2022 and no options to renew. Motion passed unanimously. This action supersedes previous Commission action on Mid-Columbia leases.

#### **ITEMS FOR DISCUSSION**

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**Pasco Chamber of Commerce Sponsorship Request-** Mr. Hastings, Pasco Chamber of Commerce Executive Director, was in attendance to discuss the Port of Pasco's sponsorship level of the July 16, 2022, Crawfish Boil to be held at Osprey Pointe. The sponsorship will provide advertising for the Port and Osprey Pointe. Mr. Hasting thanked the Commission for their past support of the boil and for their contribution to the success of the 2022 Ag Hall of Fame dinner.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve a \$3,000 sponsorship for the Pasco Chamber of Commerce 2022 Crawfish Boil. Motion passed unanimously.

**Benton-Franklin Council of Governments Presentation-** Ms. Holt, Benton-Franklin Council of Governments Executive Director, was in attendance to discuss the role of the Council of Governments (COG) in Benton and Franklin County. Ms. Holt gave a presentation overviewing the purpose, functions, and recent accomplishments of the COG.

**Colville Tribes Agreement** – Ms. Ellerd and Mr. Hayden provided an update on the Colville Tribes Agreement. The Tribe's response to the Port's proposed changes did not match the Port's expectations. Staff has returned the document with suggested changes and is awaiting a reply.

Commission and staff discussed the agreement, and staff will provide an update to Commissioners when one is available.

**Solgen Project Update** – Mr. McFadden provided an update on the Solgen Project in the Tri-Cities Airport Business Center. Currently, Solgen is planning on leasing 6.85 acres and constructing a 100,000 square foot building. A portion of the building will face Argent Road, as the customer sales and service entrance, and the warehouse /shipping and receiving/assembly portion of the building will face Rickenbacker. The draft lease currently utilizes a blended lease rate of .43 per square foot, which is the same approach that was applied to The Landing.

Commissioner and staff discussed the project.

**Director Reports:**

1. Executive Director

- a. Mr. Hayden noted his participation in a meeting with the City of Pasco and representatives of the Broetje family to discuss changing the land use designation from industrial to residential for the property between E. A St. and the BNSF grain track facility. Mr. Hayden and the Commission discussed the potential stance of the Port in the redesignation process and concluded that retaining industrial land zoning and providing new workforce housing were both worthwhile goals.
- b. Mr. Hayden discussed the follow up meeting Port staff had with City of Pasco staff to discuss the City's proposal to form an LID to bring municipal sewer to the Reimann Industrial Center. The City sewer LID project is significantly more costly than the Port had budgeted for an alternate sewer plan. The Port and City will continue to discuss appropriate funding sources for the sewer LID project. The Port's remaining concern is that the City LID project meet the Port's contractually obligated delivery dates to provide Darigold with sanitary sewer.
- c. Commissioner Gordon attended the CEQ (Council on Environmental Quality) hearing on behalf of PNWA/IPNG regarding future operations of the Snake River dams. Since then, a group of Republicans have written a strongly worded letter to each of the federal agencies involved in responding to CEQ, to question if any new information was provided that had not already been provided as part of the official environmental impact statement.
- d. Randy noted, he is participating in a City of Pasco sponsored workgroup on housing.

- e. Commissioner Ryckman and Mr. Hayden took part in a tour of the Wharf property with the Confederated Tribes of the Umatilla Indian Reservation to discuss the Port's plans for reconveyance of the US Army Corps owned levee.
- 2. Port Attorney
  - a. Commissioner Gordon offered a warm welcome to Port Attorney, Heidi Ellerd.
- 3. Airport Director
  - a. Mr. Taft provided the Airport Activities Report for February.
  - b. Mr. Taft spoke to the Airport's consulting attorney, Dan Reimer, regarding providing a reward for tips leading to the conviction of those pointing lasers at incoming airplanes and it was determined that this is not an appropriate use of funds. The responsibility lies with the FAA in this situation.
  - c. The aviation museum has shown interest in the Varney bust statue that was previously located in the terminal and is now in storage. Staff will create a plan to surplus or donate it to the museum.
  - d. April's schedule changes show that Express Jet has dropped their Tuesday flight.
- 4. Airport Deputy Director
  - a. Mr. Faley noted, the FAA wants to include mention of UAVs in airport emergency manuals.
  - b. Taxiway G bids were received on the 18<sup>th</sup> of March and provided for Commission review. A recommendation of award will be presented at a future meeting.
- 5. Finance Director
  - a. Ms. Watts noted that accounting staff is working on the Annual Report and is expecting to be done by the end of May.
- 6. Director of Economic Development and Marketing
  - a. Mr. McFadden thanked Commissioner Gordon, Mr. Taft, and Ms. French for their participation in the creative partner selection process. A preferred candidate has been selected and staff will be bringing an agreement for Commission consideration on April 14<sup>th</sup>.
  - b. Mr. McFadden noted the Port is in the process of pursuing federal funding for Reimann Industrial Center Phase 1b rail infrastructure, for approximately \$3.6 million for "the last mile" of rail.
- 7. Director of Properties
  - a. Ms. Reyna provided the Property Activities Report, commenting that the Properties Department has been very busy.
  - b. The 5 acres the Port gained by filling in the former sanitary sewer lagoon at Big Pasco is now available to be leased to a potential tenant.
  - c. Ms. Reyna noted that staff has received a reply from Mid-Columbia Warehouses regarding the lease amendments that were provided, and staff would like to discuss the minimum lease price in Executive Session with the Commission.

**Commissioner Reports:**

Commissioner Klindworth provided a brief review of the North Franklin Development Corporation, noting that they may reach out to Mr. McFadden in the future.

Commissioner Ryckman noted the success of the meeting with the Umatillas. She also commented on the seamless transition of the PNWA in the recent meeting with the new Executive Director, Heather Stebbings. Commissioner Ryckman participated in Congressman Newhouse's roundtable during the WPPA Mission to Washington, and she participated in the Franklin County Historical Society's groundbreaking ceremony.

Commissioner Gordon noted her attendance of the Peanuts Park dedication, and that the dedication was very nice, and the park looks great.

#### **EXECUTED ITEMS**

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**TSA Lease Amendment Rate-** Per the terms of the lease, a rate increase has been applied to the lease with TSA that became effective January 1, 2022. This rate is \$66.48/square foot/year, which is the same rate the airlines pay for terminal space. The lease amendment value is \$118,886.24 for 2022. The Executive Director has signed the lease amendment in accordance with the Commission's Delegation of Authority Policy.

#### **RECESS**

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At 10:02 a.m. Commissioner Gordon recessed the meeting for a tour of the Battelle Hangar and Tri-Cities Airport Business Center, with the regular meeting to resume no sooner than 10:30 a.m. The meeting was resumed at 11 a.m.

At 12:01 p.m. Commissioner Gordon recessed the meeting for lunch for 30 minutes. The meeting was resumed at 12:33 p.m.

#### **CALENDAR OF EVENTS**

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Commissioners and staff discussed the calendar of events.

#### **EXECUTIVE SESSION**

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At 2:18 p.m., Commissioner Gordon announced that Commission would go into executive session for 10 minutes, until 2:28 p.m., to consider the minimum price for lease. At 2:28 p.m., the regular meeting was resumed.

#### **ADJOURNMENT**

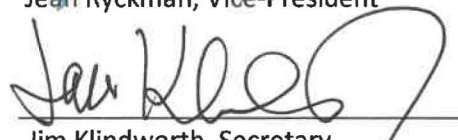
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The meeting was adjourned at 2:31 p.m.

Port of Pasco Commission:

  
Vicki Gordon, President

  
Jean Ryckman, Vice-President

  
Jim Klindworth, Secretary