

**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 99301*  
*May 26, 2022 | 10:30 a.m.*

---

**CALL TO ORDER**

---

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 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:** Clint Didier, Franklin County Commissioner.

**APPROVAL OF AGENDA**

---

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**

---

- a) Regular Meeting Minutes of May 12, 2022.
- b) Regular Meeting Minutes of April 14, 2022, Corrected.
- c) Vouchers and Warrants #97884-97974 and Direct Deposits #22263-22302 for the total amount of \$479,410.09.
- d) Accept as Complete-BPIC WH5B2 Re-Roof

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

Commissioner Gordon thanked Port Facilities Engineer, Tracy Friesz, for his excellent work and recognized him for his efforts in bringing projects to a close on time and within budget.

**PUBLIC HEARINGS AND RESOLUTIONS**

---

**Resolution 1579- Changing the Time and Date of the Second June Commission Meeting-** Due to a conflict of schedules, the Commission desired to change the time and date of the second June Commission Meeting.

Commissioner Ryckman moved and Commissioner Klindworth seconded to change the time and date of the second June Commission meeting from 10:30 a.m. on June 23<sup>rd</sup>, 2022, to 9:00 a.m. on June 30<sup>th</sup>, 2022, Motion passed unanimously.

## **ITEMS FOR ACTION/CONSIDERATION**

---

**Devfuzion Agreement-** Mr. Hayden presented, the Port has been in a contract with Devfuzion for IT services for the past several years and they continue to meet the Port's needs. Staff is seeking to update the agreement with Devfuzion to accommodate a change in pricing due to additional services being provided and general inflation. For services performed by Devfuzion the monthly cost will be \$5,915.25, plus tax.

Commissioner Gordon asked staff if they felt Devfuzion was still a good fit and received positive feedback about their services.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the updated Agreement for Maintenance Contract with Devfuzion and to authorize the Executive Director to execute the agreement.

**PIC395 Purchase Offer-** Mr. McFadden presented, the Port received a letter of intent (LOI) to purchase 12.02 acres at PIC 395 to establish a large-scale local delivery trucking center. The facility will be approximately 100,000 square feet, and the project will create about 100 new jobs. The letter of intent outlines plans to complete all due diligence, establish an executed purchase and sale agreement immediately, and close on the land acquisition within 120 days. The proposed price per acre is \$150,000 and a total purchase price for 12.02 acres is \$1,803,000. Additionally, the company will pay for half of the cost to relocate the Cascade Natural Gas line within the 12.02 acres.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to sign the letter of intent based on the proposed sale price of \$1,803,000. Motion passed unanimously.

**Taxiway G AIP Grant Agreement-** Mr. Faley presented, the Port expects to receive its 2022 AIP grants in the near future. AIP 54 is in the amount of \$7,453,769.00 and is a 90% Federal 10% local split. The grant will fund the construction of the new Taxiway G and take approximately 120 days to complete. Staff requested authorization to sign the grant upon receipt. The FAA share will be \$6,708,392.00 and the Port's share will be \$735,377.00 for the project.

Commissioner Ryckman moved and Commission Klindworth seconded to authorize the Executive Director to sign AIP 54 upon receipt from the FAA and approval as-to-form by the Port Attorney. Motion passed unanimously.

**Pavement Maintenance AIP 56 Grant Agreement-** Mr. Faley presented, the Port expects to receive its 2022 AIP 56 in the near future. AIP 56 is in the amount of \$64,848.19 and is a 90% Federal 10% local split. The grant will fund the Pavement Management System Study. This study will help airport staff identify maintenance requirements to prolong the life of the airfield pavement and help identify future AIP projects. The FAA requires us to conduct a Pavement Management Study every 3 years and previously the airport has used its general funds to pay for these studies. Staff requested authorization to sign the grant upon receipt. The FAA share will be \$59,263.00 and the Port's share will be \$6,585.00 for the project.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to sign AIP 56 upon receipt from the FAA and approval as-to-form by the Port Attorney.

**Mead & Hunt Construction Services Agreement-** Mr. Faley presented, Mead & Hunt has provided a proposal for Construction Management Services for AIP 54 Project, Taxiway G Construction. This project is scheduled to be one of our 2022 AIP projects and is the standard FAA 90%-10% reimbursement. An Independent Fee Estimate (IFE) was conducted using Garver Engineering from Kansas City, Kansas and it was determined that the Mead & Hunt's fees were within 8.4% of the IFE. The FAA has also reviewed Mead & Hunt's fees and has approved them and found them to be eligible for Federal funding through the AIP 54 Grant. Mead & Hunt's proposed fee for Construction Management Services is \$730,601.68. The Port will be responsible for 10% of these fees through our AIP 54 Grant, which will be \$73,060.17

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to sign the Agreement for Construction Management Services with Mead & Hunt upon receipt of the AIP 54 Grant funds. Motion passed unanimously.

#### **ITEMS FOR DISCUSSION**

---

**April 2022 Financial Report-** Ms. Watts presented the April 2022 Financial Report for discussion.

#### **Director Reports:**

1. Executive Director
  - a. Mr. Hayden noted, staff has received an updated cost estimate from JUB that has added \$ 3 million in costs for the Reimann Industrial Center roads and water infrastructure. Staff is looking at ways of obtaining additional funding.
  - b. Mr. Zabell, of the City of Pasco, will be in attendance at the June 9<sup>th</sup> Commission Meeting to discuss the City's proposed TIF area, and its impacts on the Port.
  - c. Mr. Hayden provided a reminder about the upcoming Confederated Tribes of Umatilla Treaty Rights class and tour that will take place on June 24<sup>th</sup> at 1 pm at the Tamastslit Cultural Institute. Mr. Hayden also commented that the reconveyance discussions are going well and the group is targeting February of 2023 for legislative action.
  - d. RiverFest will be taking place in person this year, and the Port will be participating in the event as well as helping sponsor as in the past, however, the sponsorship cost has increased from \$5,000 to \$6,000. Staff finds this a reasonable increase due to rising costs.
  - e. The Union contracts are up for renewal in October of this year and staff is beginning the review process.
  - f. The Pasco Chamber luncheon on June 13<sup>th</sup> will be a presentation on the role of East Pasco in Hanford history and may be of interest to the Commission and staff.
2. Airport Director
  - a. Mr. Taft provided an overview of the Airport Activities Report.
3. Airport Deputy Director
  - a. Mr. Faley noted staff are working on the Airport Business Park Improvement Design, the plans have been sent to the City of Pasco to review.

4. Human Resources
  - a. Ms. French noted that several new employees have been hired in recent months.
5. Finance Director
  - a. Ms. Watts noted, the Auditor will be getting in touch with the Commission regarding the upcoming audit.
6. Director of Economic Development and Marketing
  - a. Mr. McFadden provided a recap of his time at the ICSC Recon Trade Show.
  - b. Mr. McFadden noted that the .09 Committee meets today, and the Port will be requesting an increase in funds for the Reimann Industrial Center infrastructure.
  - c. Mr. Musser will be moving forward on leasing and developing lot 51 at the Airport Business Center.
  - d. The Darigold project is moving towards a late summer groundbreaking, and Mr. Hayden and Mr. McFadden will recommence bi-weekly progress meetings with Darigold representatives.
7. Director of Properties
  - a. Ms. Reyna provided an overview of the Properties Activities Report, noting that tenants are being shifted around Big Pasco to maximize the available space and best suit their needs.
  - b. Ms. Reyna noted that Big Pasco tenant Hancock Sandblast & Paint shared that they will be working on a project for the Golden Gate Bridge.

#### **Commissioner Reports:**

Commissioner Ryckman noted that the WPPA Executive Committee is working hard to navigate the organization through the change of staff and to keep everyone together.

Commissioner Klindworth noted that members of the North Franklin Development Association have donated to provide free entrance and swim lessons at the Connell public pool for summer 2022.

Commissioner Klindworth attended the Franklin County Historical Society dinner.

Commissioner Gordon noted that the Benton Franklin Council of Governments provided an excellent report about how they can help in bringing agencies together to solve problems.

Commissioner Klindworth noted he would like to be informed about upcoming Good Roads meetings.


#### **CALENDAR OF EVENTS**

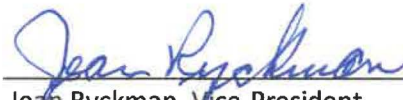
Commissioners and staff discussed the calendar of events.

#### **ADJOURNMENT**

The meeting was adjourned at 12:08 p.m.

Port of Pasco Commission:

  
Vicki Gordon, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary

