

**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, Washington, 99301*  
*February 9, 2023 | 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.

**Present:** Commissioner Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Port Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Economic Development and Marketing Stephen McFadden, Director of Properties Mayra Reyna, and Human Resources and Executive Staff Assistant Lori French.

**Excused:** Executive Director Randy Hayden.

**Guests:** Ben Hoppe of JUB, Raquel Crowley of Senator Murray's office.

**APPROVAL OF AGENDA**

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Commissioner Ryckman moved, and Commissioner Klindworth seconded to approve the agenda with the addition of Item 9.B. Congressionally Directed Funding for TCA Tower. Motion passed unanimously.

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of January 25, 2023
- b) Vouchers and Warrants #99359-99444, ACH001 in the amount of \$3,098,699.55 and Direct Deposits #23012-23052 in the amount of \$103,746.98
- c) Corrected January 13, 2023, Vouchers and Warrants #99241-99358 and Direct Deposits #22932-23011 in the amount of \$1,872,544.30
- d) Award of Contract for WH2 Water and Sewer Line to Industrial Construction of Washington

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

**PUBLIC CITIZEN COMMENT**

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No public citizens provided comment.

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Resolution 1602- Declaration of Property as Surplus and Authorization of Sale to Old Dominion Freight Line-** Mr. McFadden presented, the Port has been working with Old Dominion Freight Line, Inc., for the sale of property at Pasco Industrial Center-395 (PIC-395) and a Purchase and Sale Agreement was executed in February 2022 for 17.69 acres of land. The closing on this sale is expected to occur in late February. Resolution 1602 Declaration of Property as Surplus and Authorization of Sale of Lands will provide confirmation of the Port's intent to sell the land for the Old Dominion project at the price of \$2,653,500.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve Resolution 1602- Declaration of Property as Surplus and Authorization of Sale of Lands to Old Dominion Freight Line, Inc. Motion passed unanimously.

**Resolution 1603- Declaration of Property as Surplus and Authorization of Sale to BT-OH-** Mr.

McFadden presented, the Port has been working with BT-OH, LLC for the sale of property at Pasco Industrial Center-395 (PIC-395) and a Purchase and Sale Agreement was executed in September 2022 for 12.02 acres of land. The closing on this sale is expected to occur in late March. Resolution 1603 Declaration of Property as Surplus and Authorization of Sale of Lands will provide confirmation of the Port's intent to sell the land for the BT-OH, LLC project at the price of \$1,758,280.34.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve Resolution 1603- Declaration of Property as Surplus and Authorization of Sale of Lands to BT-OH, LLC. Motion passed unanimously.

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Award of Contract for TCA AIM Centre Professional Services Agreement-** Mr. McFadden presented,

The Port of Pasco was awarded a pilot Industrial Site Readiness Grant by the WA State Dept. of Commerce. The \$416,000 grant award must be spent no later than June 30, 2023. The Port has committed an \$80,000 match for the project. The Port issued an RFP in early January with a Jan. 31 submittal deadline. The Port received one submittal from J-U-B Engineers, Inc., by the Jan. 31 deadline. The proposal was reviewed and scored by committee and the committee unanimously confirmed J-U-B Engineers, Inc. as the preferred candidate. To stay on track with the grant timeline, Port staff has prepared a Professional Services Agreement to accompany the Scope of Work and project budget not-to-exceed amount of \$496,000.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the TCA AIM Center Professional Services Agreement to J-U-B Engineers, Inc. the Executive Director or designee shall also be authorized to make minor changes to the agreement, with approval by the Port attorney, as may be necessary to finalize the agreement. Motion passed unanimously.

Commission and staff noted their thanks to J-U-B for their submission and commitment to making the project work within the state allotted timeframe.

**Standard Landlord Consent to Sublease-** Ms. Reyna and Ms. Ellerd presented the standard Landlord Consent to Sublease form that was drafted for Commission approval. The form will be used when a Port tenant seeks approval for a sub-tenant. Implementation of the form eliminates the individual Commission approval for each of these requests.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the standard Landlord Consent to Sublease form and to authorize the Executive Director to sign the standard Landlord Consent to Sublease form when all conditions are met by Lessee, along with minor changes approved by the Port Attorney as may be needed to finalize the agreement. Motion passed unanimously.

**Rickenbacker West, LLC-** Mr. McFadden and Mr. Taft presented the lease of Lot 51A in the Tri-Cities Airport Business Center to Mr. Musser. This lease has been previously discussed with the Commission and is a 50-year lease term with a value of \$378,318 for the life of the agreement.

Commissioner Ryckman moved and Commissioner Klindworth seconded to ratify the lease with Rickenbacker West, LLC for Lot 51A in the Tri-Cities Airport Business Center, as presented, previously discussed, and executed by the Airport Director. Motion passed unanimously.

**Rickenbacker Drive FT, LLC-** Mr. McFadden and Mr. Taft presented the lease of Lot 51B in the Tri-Cities Airport Business Center to Mr. Musser. The lease has been previously discussed with the Commission and is a 50-year lease term with a value of \$729,848 for the life of the agreement.

Commissioner Klindworth moved and Commissioner Ryckman seconded to ratify the lease with Rickenbacker Drive FT, LLC for Lot 51B in the Tri-Cities Airport Business Center, as presented, previously discussed, and executed by the Airport Director. Motion passed unanimously.

#### **ITEMS FOR DISCUSSION**

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**Car Rental Projects-** Mr. Taft provided a review of the car rentals quick turn facility that was designed in 2019, the project had been put on hold due to pandemic impacts. Rental companies have been requesting that the project resumes, and that a phased approach be considered. Mr. Taft has received an updated cost estimate and Phase 1 would be covered by the airports current CFC collections. Phase 2 would be completed once the appropriate amount of funds are collected. The Commission and Mr. Taft discussed future projects related to the car rentals and the Commissioners indicated approval to move forward with negotiations for an increase to the Customer Facility Charge (CFC) program.

**Congressionally Directed Funding for TCA Tower** – Mr. Taft has previously discussed relocation of the Air Traffic Control Tower. Ms. Crowley of Senator Murray’s office was in attendance to receive approval to seek \$14.4 million in Congressionally Directed Funding for a new tower at the Tri-Cities Airport. No action was needed, but Ms. Crowley requested to hear that the Commission is in agreement to move forward, which was provided.

#### **Director Reports:**

1. Airport Director
  - a. Mr. Taft provided an overview of his conversation with Senator Boehnke regarding the Commercial Aviation Coordinating Commission.
2. Deputy Airport Director
  - a. Mr. Faley provided an overview of runway updated and upcoming projects at the Tri-Cities Airport.
3. Economic Development and Marketing Director
  - a. Mr. McFadden provided the EDM report, noting that staff and the Port attorney are still working with Granite Northwest to execute the easement, and that staff may be providing the City of Connell with CERB Grant application assistance.

**Commissioner Reports:**

Commissioner Ryckman noted that the time in Olympia for Ports Day went well and that she is very impressed by the local delegation.

**ITEMS FOR INFORMATION**

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**Airport AIP Project 2023-** The Tri-Cities Airport TSA Exit Lane project approval was recently rescinded by the FAA. The FAA stated that guidance came out in 2020 and showed that TSA is developing a pilot program for exit lane technology and therefore these projects are no longer AIP eligible.

**4<sup>th</sup> Quarter Credit Card Usage-** The 4<sup>th</sup> Quarter Credit Card Usage report was provided.

**Executed Agreement- Terminal Energy Assessment-** The Terminal Energy Assessment through Mead & Hunt in the amount of \$30,250.00 was executed through the delegation of authority.

**Gregg Brock T-Hangar-** Greg Brock entered into a month-to-month lease agreement for T-Hangar Building 1-76, number 13, effective October 1, 2022. The lease value is \$2,688.84 per year. The lease was executed by the Airport Director in accordance with the delegation of authority. The lease had not previously been reported.

**CALENDAR OF EVENTS**

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Commissioners and staff discussed the calendar of events.

**ADJOURNMENT**

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The meeting was adjourned at 11:54 p.m.

Port of Pasco Commission:

  
Vicki Gordon, President

  
Jean Ryckman, Vice-President

  
Jim Klindworth, Secretary