

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and in person with Public Access
Tri-Cities Airport, 3601 N 20th Ave., Pasco, Washington
September 27, 2023 | 10:00 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.

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

Guests: Ben Hoppe of JUB, Cole Crapps of Field Group, and Wendy Culverwell of the Tri-Cities Herald.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of September 13, 2023.
- b) Vouchers and Warrants #100802-100916, and Direct Deposits #23706-23744 in the amount of \$3,600,298.68 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1615- A Resolution Changing the Time and Date of the First October 2023 Commission Meeting- Ms. French presented, in order to accommodate the PNWA Conference and the Chamber of Pasco Luncheon, staff proposed moving the first regular October Commission Meeting to 9 am on October 9th, 2023.

Mr. Hayden noted, there will be a Public Hearing at 9:05 on October 9th regarding the Comprehensive Scheme of Harbor Improvements amendment.

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1615- Changing the Time and Date of the first October Commission Meeting to 9 am on Monday, October 9th at the Port of Pasco. Motion passed unanimously.

ITEMS FOR ACTION

A-1 Hospitality Lease for Tri-Cities Airport Business Center Hotel- Mr. McFadden presented, staff have been working with A-1 Hospitality on the proposed development of a second hotel at the Tri-Cities Airport Business Center (TCABC). The Port and A-1 Hospitality recently reached an agreement on the lease terms for the project, and Mr. McFadden provided an overview of the lease agreement.

Commission and staff discussed the security deposit and how to proceed should there be a need for an extension on the building permit timeline.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the TCABC lease agreement with A-1 Hospitality for a hotel project and authorize the Executive Director to execute the agreement. The Executive Director shall also be authorized to make minor changes to the agreement, with approval by the Port attorney, as may be needed to finalize the agreement. Motion passed unanimously.

Rental Car QTA Design and Construction Administration- Mr. Faley presented, Mead & Hunt has been selected for the design and construction administration of the Rental Car Quick Turn Facility. The fee for the project is \$538,424 and is within 8% of the IFE as conducted by Shrewsberry and Associates. The cost for the design, construction administration, and future construction will be covered by the airport's Customer Facility Charge (CFC), as collected by rental car companies and the user fee for car rentals at the Tri-Cities Airport.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the QTA Facility design and construction administration project to Mead & Hunt for the amount of \$538,424. Motion passed unanimously.

KIS Outstanding Balance - Ms. Watts presented, KIS International had been a tenant at Big Pasco for many years. They began to fall behind on their rent in 2021 and ended up closing their business and vacating their leased spaces in June of 2023. At the June 14th Commission meeting, KIS International asked for assistance in releasing them from their outstanding balance of \$21,118.38. The Commission approved directing staff to ask KIS International to apply their deposit to their balance. KIS agreed and staff applied their balance as of June 19, 2023. The Commission specified that they would reconsider writing off the remaining balance after the deposit was applied to past rent and three months had passed. At this time, the deposit has been applied for 90 days, no additional payments have been made, nor has KIS filed for bankruptcy. The KIS International balance includes May 2023 rent of \$6,183.82 and June 2023 rent of \$14,934.56.

Commissioner Klindworth moved and Commissioner Ryckman seconded to write off the remaining balance of \$21,188.38, based on the Commissions' belief that it is an uncollectable balance due to other creditors and potential bankruptcy claims, and that the cost of taking legal action may exceed the balance available. Motion passed unanimously.

ITEMS FOR DISCUSSION

Reimann Industrial Center and Airport Business Center Tour- Following the Tenant Appreciation BBQ held at the Tri-Cities Airport, the Commission participated in a tour of the Darigold Project at the Reimann Industrial Center.

August 2023 Financial Report- Ms. Watts provided the 2023 August Financial Report for discussion.

Tenant Delinquent List- Ms. Watts provided the Tenant Delinquent List for discussion.

Director Reports:

1. Executive Director
 - a. Mr. Hayden provided a presentation on the Center for Sustainable Infrastructure Ag Symbiosis trip to Denmark.
 - b. Mr. Hayden discussed Department of Energy clean energy land use.
 - c. Mr. Hayden noted that JUB is looking into land at or near the Tri-Cities Airport that could be converted to ag production, in order to open other opportunities for the Port acquiring additional industrial land.
2. Airport Director
 - a. Mr. Taft provided an overview of the August Airport Activities Report.
 - b. Mr. Taft discussed airport parking.
3. Airport Deputy Director
 - a. Mr. Faley noted the business center project and landscaping project progress, landscaping should be complete around the middle of November.
4. Finance Director
 - a. Ms. Watts noted the Entrance Conference for the accountability audit took place this morning.
 - b. Ms. Watts noted that staff is planning to get the draft operating budget to the Commission on Wednesday of next week.
5. Director of Economic Development and Marketing
 - a. Mr. McFadden noted the construction progress at the Airport Business Center and the Reimann Industrial Center.
 - b. Mr. McFadden provided an overview of the IEDC Conference he attended last week.
6. Properties Director
 - a. Ms. Reyna discussed the Property Activities Report.
 - b. Ms. Reyna discussed a meeting with the Washington State Department of Ag – International Marketing and Export Assistance Team.

Commissioner Reports:

Commissioner Gordon discussed the change in method of myTRI 2023 support by the Benton Franklin Council of Government and community stakeholders.

EXECUTED ITEMS/NO DISCUSSION

Citi Cab, LLC- Citi Cab, LLC entered into a license agreement to operate taxi services at the airport effective September 1, 2023. The agreement value is \$960.48 for one year. The Executive Director executed the lease in accordance with the Commission's Delegation of Authority Policy.

Visit Tri-Cities- Visit Tri-Cities entered into a license agreement for parking a trailer full of horseshoe items for the National Horseshoe Pitchers Association (NHPA) tournament that will be held in the Tri-Cities the summer of 2024. The lease value is \$10.41 per month and the Executive Director has signed the license agreement in accord with Commission policy delegating authority as there were no deviations.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

ADJOURNMENT

The meeting was adjourned at 11:37 a.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary