

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
October 9, 2023 | 9:00 a.m.

CALL TO ORDER

Commissioner Gordon called the meeting to order at 9:00 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.

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, and Human Resources and Executive Staff Assistant Lori French.

Excused: Director of Properties Mayra Reyna

Guests: Port Guard Will Bledsoe, Maintenance Supervisor Eric Garza, Maintenance Employees: Jose Arriaga, Jordan Case, Aaron Brown, Taylor Duberstein, and Cody Mokler. Wendy Culverwell of the Tri-Cities Herald, Shelly Harper and Amy Thompson of the North Franklin Heritage Museum.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of September 27, 2023.
- b) Vouchers and Warrants #100917-100992, and Direct Deposits #23745-23784 in the amount of \$517,861.76 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Public Hearing to Amend the Port of Pasco Comprehensive Scheme of Harbor Improvements- At 9:05 am, Commissioner Gordon opened the public hearing to receive comment on the proposed changes to the Port of Pasco Comprehensive Scheme of Harbor Improvements.

Mr. Hayden presented the proposed changes and requirements for the North Franklin Heritage Museum Project.

Amy Thompson, from the Heritage Museum thanked the Port for the support.

No members of the public offered comment on the Comp Scheme changes, and Commissioner Gordon closed the hearing at 9:09.

Resolution 1616 A Resolution to Amend the Comprehensive Scheme of Harbor Improvements- Mr. Hayden presented the amendment to the Comprehensive Scheme of Harbor Improvements as provided in Resolution 1616,

The Port will invest in converting existing underused buildings in downtown Connell into new businesses that will add jobs, economic activity, and enhanced tourism to the north portion of the Port's district. The buildings may be owned by the Port, other public agencies, or non-profit organizations.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1616- A Resolution to Amend the Port Comprehensive Scheme of Harbor Improvements. Motion passed unanimously.

Resolution 1617- Changing the Time of the Second October Commission Meeting- Ms. French presented, the upcoming Port meeting falls on the Tri-Cities Regional Chamber State of the Cities meeting. Commission elected to move the meeting time to 9 am on October 25th, 2023.

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1617- Changing the Time of the Second October Commission Meeting to October 25th, 2023 at 9:00 am, at the Port of Pasco. Motion passed unanimously.

Resolution 1618- A Resolution of Appreciation for the Port of Pasco Maintenance and Guard Department- Ms. French presented, in recognition of the excellent work performed by the Port's Guard and Maintenance Employees during the August 20th, 2023, fire at Zen-Noh Hay, the Commission wished to express their appreciation formally. Mr. Hayden provided additional information about the commendable actions taken by Mr. Bledsoe and the Maintenance Employees.

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1618- A Resolution of Recognition to the Port of Pasco Guard and Maintenance Department. Motion passed unanimously.

The Commissioners expressed their gratitude for the service of the Maintenance and Guard Department.

ITEMS FOR ACTION

2024 Proposed Preliminary Budget- Ms. Watts presented the 2024 proposed budget. Staff and Commission discussed the proposed budget for the Port and Airport, tax levy, and marketing budgets.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the 2024 Preliminary Budget as presented on page 2 of the 2024 Preliminary Budget Workbook. Motion passed unanimously.

North Franklin Heritage Museum Agreement- Mr. Hayden presented an overview of the Agreement between the Port and the North Franklin Heritage Museum regarding the request for financial support in the renovation of the Downtown Connell former American Legion Post 195 building, currently known as the C Street Vault building. The Port's attorney is in the review process, and the terms of the agreement include:

- Port agrees to fund up to \$125,000 for the electrical and HVAC work on the project
- All work must meet WA State Prevailing Wage requirements
- The Port is only providing funding to the Heritage Museum for construction. All work associated with design, construction management, and operation and maintenance of the project will be accomplished by the Heritage Museum.
- The Museum must affirm that the entire project will be complete by 12/31/25, and that the Port is entitled to a refund of our financial contribution if the project is not complete by that time.
- The Museum will provide the Port with the total number of people employed at the facility every 5 years until 2035.

Commissioner Klindworth noted that he and his wife are members of the North Franklin Heritage Museum, but that they receive no financial benefits from the Museum. He declared that he will abstain from any vote for the Museum membership regarding the Port funding.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Directory to execute the agreement with the North Franklin Heritage Museum to provide funding for the C Street Vault building renovation and to promote economic development in the Port district with minor changes as may be approved by the Port attorney. Motion passed unanimously.

Mead & Hunt East GA Design Agreement- Mr. Faley presented, Mead & Hunt has provided a proposal for the East GA Apron Reconstruction Design for the BIL-AIG 59 Project. The fees were within 7.89% of the Independent Fee Estimate (IFE) and the FAA has approved the fees for federal funding through the BIL-AIG 59 Grant. Mead & Hunt's proposed fee for Design Services is \$774,808.45. Due to the nature of this design not all of the fees will be eligible under the BIL-AIG 59 Grant. The eligible fees for the BIL-AIG 59 Grant will total \$578,846.16. The Documented CATEx and Administrative costs were also eligible and are funded separately. The Port will be responsible for 10% of the eligible fees, which is \$57,884.62. The Port will also be responsible for the ineligible fees for this project, which will be \$195,962.29.

Staff anticipates the BIL-AIG 59 Grant to be issued in December. In hopes of having the design completed for bidding in early spring, staff is requesting Commission award the East GA Apron Reconstruction Design to Mead & Hunt prior to the issuance of BIL-AIG 59 Grant. This would require the Port to front one invoice, which will be around the cost of the ineligible fees. The FAA ADO is aware of this and agrees that eligible fees can be reimbursed when the Grant is issued.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the East GA Apron Reconstruction Design, for the BIL-AIG 59 Project, to Mead & Hunt for \$774,808.45. Motion passed unanimously.

CBC Farm Lease- Mr. Taft presented, Columbia Basin College would like to continue the agreement that expires on October 31, 2023, to lease the land (19 acres) off of Road 44 for farming, education and research. As a result, a new lease was prepared and reviewed by the Port attorney and is effective November 1, 2023. Lease value is \$3,532.50.80 for the term of the agreement, plus the benefit to education and the community partnership.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the farm lease with CBC as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION

Mead & Hunt Terminal Design Options- Mr. Taft provided a presentation to review options for the terminal gate and baggage make-up project. Mead & Hunt will continue to assess options and will provide more information at a later date.

.09 Funds Discussion- Mr. McFadden discussed the changes in the County Economic Development “.09” Fund and bonding possibilities. The Committee prepared a questionnaire for eligible entities to complete a form asking for imminent projects and future projects that could be funded with a bond. Mr. McFadden discussed the Redevelopment of the Wharf Dock Property as an imminent project, and the TCA-PSC Aerospace Innovation and Manufacturing Center, and Expansion of the Reimann Industrial Center as future projects. The Commissioners agreed with the project list.

Director Reports:

1. Executive Director
 - a. Mr. Hayden passed along the County Assessor’s request for support in hiring additional staff for the increased workload being experienced in Franklin County resulting from new construction and general growth. He stated the Franklin County Assessor’s department is significantly understaffed compared to other Counties of similar size.
 - b. Mr. Hayden commented on the success of RiverFest on Saturday and recognized Lori French and Stephen McFadden for their hard work in preparation, staffing, and clean up of the Port’s booth at the event.
 - c. Mr. Hayden noted that Mr. Taft will be presenting at the upcoming PNWA Conference.
2. Director of Economic Development and Marketing
 - a. Mr. McFadden noted that the staff is working on setting up a community feedback event for the proposed Tri-Cities Airport Aerospace Innovation and Manufacturing (AIM) Center.
 - b. Mr. McFadden provided the EDM Report.

Commissioner Reports:

Commissioner Ryckman noted that she appreciated the CBDL meeting and that RiverFest was well attended.

Commissioner Gordon noted that the Colima Celebration event was excellent.

EXECUTED ITEMS/NO DISCUSSION

Reimann Industrial Center Change Order #4- Change Order #4 is for \$7,125.48. The costs associated with the following changes:

- Extending the existing earthen berm an additional ~150' per the attached Construction MOU.
- Additional labor and equipment costs required to remove unanticipated unsuitable debris from the water line trench and importing borrow material to backfill. On the day that the Contractor encountered unsuitable debris they installed 309 feet of 16" pipe. On a typical day without the unsuitable debris, they would install ~2.5x that length.

Reimann Industrial Center Change Order #8- Change Order #8 is to extend the completion date for Base Bid Schedule 1 by 16 calendar days. Substantial completion was delayed by the following items outside of the Contractor's control:

- Water line easement anticipated by Dec 19th, 2022, was not secured until February 14th, 2023.
- Encountered unsuitable material in water line trench through water line easement that slowed excavation.
- Encountered multiple previously unidentified utility conflicts requiring redesign and/or realignment of water line or laterals.
- Lost time troubleshooting and correcting leaks discovered during pressure testing likely caused by manufacturer defects in owner provided material.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

RECESS

Commissioner Gordon recessed the meeting for a break for five minutes from 10:31-10:36.

ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Port of Pasco Commission:



Vicki Gordon, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary