

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 25, 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, Director of Properties Mayra Reyna, Human Resources and Executive Staff Assistant Lori French, and Airport Business Manager Tara White.

Guests: Billy Gunn of the Colville Tribes and Michael Clayton.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of October 9, 2023.
- b) Vouchers and Warrants #100993-101069, and Direct Deposits #23785-23822 in the amount of \$843,407.29 for the General Fund.

Commissioner Gordon requested a presentation from the Field Group to review the Port's new social media use and applications.

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

Public Hearing for the Port of Pasco 2024 Budget- At 9:05 am, Commissioner Gordon opened the public hearing to consider and adopt the proposed 2024 Port of Pasco budget. Ms. Watts provided a brief overview of the 2024 budget.

No members of the public provided questions or comments on the proposed budget, and Commissioner Gordon closed the hearing at 9:06.

Resolution 1619- Port of Pasco 2024 Tax Levy- Resolution 1619 adopts the 2024 tax levy for the Port of Pasco. The tax levy includes additional property taxes resulting from new construction plus a 1% increase from last year's property taxes and includes language to cover the TIF areas.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1619- A Resolution of the Port of Pasco Commission Adopting the Port of Pasco’s Tax Levy Increase for 2024. Motion passed unanimously.

Resolution 1620- 2024 Port of Pasco Budget- Resolution 1620 adopts the 2024 budget for the Port of Pasco, including a regular property tax levy for collection in 2024.

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1620- A Resolution of the Port of Pasco Commission Adopting the Port of Pasco’s Budget for Calendar Year 2024, and approve the Port of Pasco’s regular property tax levy for collection in the calendar year 2024. Motion passed unanimously.

Resolution 1621- 2024 Medical Reimbursement Resolution- Ms. French presented, annually the Commission considers a resolution outlining the Medical Reimbursement Plan for Port employees and Commissioners. Staff proposed slight amendments from the previous resolution to clarify that Commissioners are an eligible party to the plan and increasing the trust account to four months of eligible benefit costs, per the recommendation by the Office of Financial Management. The trust is fully funded at this time.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1621, reauthorizing the Port of Pasco Medical Reimbursement Plan for calendar year January 1, 2024- December 31, 2024, and authorize Verde Services to administer the plan. Motion passed unanimously.

ITEMS FOR ACTION

2024 Tri-Cities Airport Rotating Art Display- Ms. White introduced Billy Gunn of the Confederated Tribes of the Colville Reservation. Mr. Gunn was in attendance to present and discuss the proposed display. Mr. Gunn thanked the Commission and staff for the opportunity to display the Colville Tribes’ history and art.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the airport art display proposed by the Colville Tribes for 2024 and authorize the Executive Director to execute the Port’s standard art loan agreement between the Port and the Confederated Tribes of the Colville Reservation, with any potential minor changes approved by the Port attorney. Motion passed unanimously.

The Commission thanked Mr. Gunn for his presentation and Mr. Hayden thanked Ms. White for her work on the Art Committee.

2024 Health Insurance Renewal- Ms. French presented the 2024 AWC (Association of Washington Cities) renewal rates for the current health insurance and ancillary coverage for Port of Pasco employees. Port Commissioners remain eligible for ancillary coverage. AWC’s plan rates were provided for Commission review, and staff held an Employee Benefits Fair to discuss the plan offerings. Alternative plan levels were not presented to employees due to the reasonable rate changes on medical and the rate pass on all ancillary coverage.

Staff recommended renewing the existing plan coverage which includes:

- Medical- Employee option for Asuris Healthfirst 250 OR Kaiser Access PPO 250.
- Dental- Employee option for Delta Dental Plan E and Willamette Dental Plan 2.
- Vision- Vision Service Plan (VSP) with second pair rider.
- Life- The Standard Life Insurance plan offers 5 times the employee's annual salary up to \$500,000.
- Long-Term Disability- The Standard 67% benefit with a 90-day elimination period.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the January 1, 2024-December 31, 2024, renewal of AWC Employee Benefits trust medical, dental, vision, life, and long-term disability insurance plans as presented for the upcoming coverage year. Motion passed unanimously.

ITEMS FOR DISCUSSION

September Financial Report- Ms. Watts presented the September Financial Report for discussion.

Tenant Delinquent List – Ms. Watts presented the Tenant Delinquent List for discussion.

AIM Center Community Feedback Meeting- Mr. McFadden presented the Port of Pasco and Tri-Cities Airport will host a community Open House on Wednesday, November 15; to introduce the community to the proposed Aerospace Innovation & Manufacturing Center (AIM Center). The Open House is planned at McGee Elementary School in the Desert Plateau subdivision, located across Road 36 from the airport. The Open House will provide the Port with an opportunity to introduce the proposed AIM Center project to residents and community leaders. Coordination and planning for this event involve JUB Engineering and its public affairs affiliate The Langdon Group, and the Port's marketing partners from The Field Group. Langdon Group and Field Group are working together to ensure a comprehensive outreach to the neighborhoods that are near the airport.

Commission and staff discussed the meeting. The Commission expressed support of the plan for the meeting and the letter that will be sent to the neighboring community.

Tailwind Remodel – Mr. Taft presented; Tailwind Concessions is required by contract to have a mid-term refurbishment that occurs in year seven. The agreement calls for a two-year construction period. Tailwind has expressed an interest to start this project in January and have it completed prior to spring break. Based on the agreement, Tailwind is required to invest \$217,282.50 in this project, and they anticipate spending more than \$225,000. Mr. Taft discussed the proposed changes that will take place in the bar in the main restaurant and the Columbia Express. Mr. Taft also noted that he will provide updates to the Commission as things progress.

Director Reports:

1. Executive Director
 - a. Mr. Hayden discussed several meetings that he has attended in the past weeks, including attending a Washington Cities Tour with Dean Powers of WSU's College of

Agriculture, Human, and Natural Resources Sciences, and the local Good Roads Legislative Tour.

- b. Mr. Hayden discussed efforts to re-establish short line rail reconnections in Pasco.
 - c. A group will be meeting to discuss clean industry business parks in Longview and in Pasco. The Port will be hosting a meeting tentatively set for December 4th. Commissioners expressed support for the concept.
2. Airport Director
 - a. Mr. Taft provided an overview of the Airport Activity Report.
 3. Deputy Airport Director
 - a. Mr. Faley discussed the paving at the Tri-Cities Airport Business Center.
 - b. Mr. Faley attended Bergstrom's career night.
 4. Human Resources
 - a. Ms. French noted that staff is in the application review process for the Office Administrator position.
 - b. AV updates in the Board Room and conference rooms are tentatively scheduled for November.
 5. Director of Economic Development and Marketing
 - a. Mr. McFadden discussed paving at the Reimann Industrial Center.
 - b. Mr. McFadden and Ms. Reyna will be leaving on Monday evening for the Colima Trade Mission.
 6. Director of Properties
 - a. Ms. Reyna discussed the Franklin County Planning Department lease at the Airport.
 - b. Ms. Reyna noted that a tenant at the Airport Industrial Park is interested in adding a restaurant to one of his buildings.

Commissioner Reports:

Commissioner Ryckman attended the PNWA Annual Conference, noting it was a good conference, and that the second CBDL community meeting was interesting.

Commissioner Klindworth discussed the CBDL project and board.

EXECUTED ITEMS/NO DISCUSSION

Portable Passenger Boarding Bridge- Through the delegation of authority, the Executive Director purchased a portable passenger boarding bridge from KCI Industries. The airport currently owns an older model that was purchased in 2005. This older model still works but is starting to have issues impacting its availability. KCI has stated that we will take delivery of this model before our American Airlines service starts in February. Estimated cost is \$91,666.

A&O Trucking Lease- A&O Trucking has been a tenant with the Port of Pasco since November 1, 2015, they lease approximately 1.05 acres fenced yard East of SE Road 24 for truck parking. The lease value is \$904.05 per month and is on a month-to-month basis. The Executive Director signed the lease in accord with Commission policy delegating authority as there were no lease deviations. Staff is reporting for the Commissioners' information.

Propak Logistics, Inc- This is a 3-year term lease (renewal) for Warehouse 5 Bay 4 located at 3295 E Ainsworth in Big Pasco and 8.89 acres for truck parking. The lease value is \$706,999.31 for the 3-year term of the lease (incl. 5% discount). Staff is reporting for the Commissioners' information.

3rd Quarter Credit Card Report- The 3rd Quarter Credit Card Report was provided for Commission Information.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

ADJOURNMENT

The meeting was adjourned at 11:00 a.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary