

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
November 8, 2023 | 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.

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.

Guests: Russ Chrisman of MacKay Sposito, David Mueller and Bob Linehart of Parking Concepts, Sean Gordon, Rich Rodgers, Michael Clayton, Ben Hoppe of JUB, and Megan Beck of the Field Group.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of October 25, 2023.
- b) Vouchers and Warrants #101070-101138, and Direct Deposits #23823-23864 in the amount of \$2,338,173.08 for the General Fund.
- c) Accept as Complete- Container Terminal Christensen Fence.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

ITEMS FOR ACTION

TCA Hazardous Materials Removal- Mr. Taft presented, bids received by 10:00 AM on November 3, 2023, for the Tri Cities Airport Industrial Park-11 Buildings Hazardous Materials Removal project were opened. The low bidder was Brandt LLC dba All-Safe Abatement Services, of Kennewick, WA with a bid of \$112,515.48, including sales tax. All required bidding forms for Brandt LLC dba All-Safe Abatement Services were fully completed and included with the bid and is not disqualified from bidding on public works contracts.

Commissioner Klindworth moved and Commission Ryckman seconded to award Brandt LLC dba All-Safe Abatement Services the Contract as they appear to have submitted the lowest, responsible, responsive

Bid in accordance with the Contract Documents. For the Total Contract Price, including sales tax, of \$112,515.48. Motion passed unanimously.

BPIC Building 300 Renovations- Ms. Reyna presented, bids received by 10:00 AM on November 6, 2023, for the Big Pasco Industrial Center Building 300 Renovations project were opened. Four bids were received and the low bidder for Base Bid and Alternate #1 was CMR General Contractor, of Pasco, WA with a bid of \$190,429.84, including sales tax. Other bidders were provided for review on the Bid Tabulation sheet. All required bidding forms for CMR General Contractor were fully completed and included with the bid and the company is not disqualified from bidding on public works contracts.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the BPIC Building 300 Renovations project contract to CMR General Contractor be as they appear to have submitted the lowest, responsible, responsive Bid in accordance with the Contract Documents. For the Total Contract Price, including sales tax, of \$190,429.84. Motion passed unanimously.

TCA Parking RFQ- Mr. Taft presented, The Tri-Cities Airport current parking agreement with Reef Parking (Republic Parking), expires January 31, 2023. The Port/Airport requests and evaluates proposals every 5 years and has just completed a review of the advertised request for qualifications. Staff received four proposals which were ranked based on management fee, experience, DBE participation, and staffing plan, with Parking Concepts (PCI) ranking as number 1.

Mr. Taft discussed the changes in the RFQ and the details of the proposal from PCI. As well as the transition, fee structure and staffing. Members of PCI were in attendance to introduce themselves to the Commission.

Commissioner Ryckman moved and Commissioner Klindworth seconded to award the Tri-Cities Airport Parking Management Agreement to Parking Concepts Inc. Motion passed unanimously.

TCA Common Use System- Mr. Taft presented, staff has previously discussed the integration of common use equipment into airport operations for a couple of years. This item was removed from the 2023 capital budget and was anticipated to be added to the 2024 budget. With the unexpected announcement that American Airlines would start operations in February, staff needed to move fast to ensure this equipment could be installed prior to the start of service. Amadeus is a highly regarded and recommended solution and staff would like to install the Amadeus ACUS system at two ticket counters and two gates. With multiple airlines with less than daily flights, ACUS allows the airport to utilize these spaces in a more efficient manner. The initial installation, set up, training and support costs are \$146,010.48, and will also cost approximately \$30,000 a year for support and subscriptions.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to enter into an agreement with Amadeus Airport IT Americas, Inc for the installation of an Airport Common Use System in the amount of \$140,010.48. Motion passed unanimously.

2024-2026 Capital Budget- Ms. Watts presented the 2024-2026 Capital Budget for consideration with discussion from Mr. Hayden, Mr. Taft, Mr. McFadden, Ms. Reyna, and the Commission.

Commissioner Ryckman moved and Commissioner Klindworth seconded to set the operating reserve balance for the Port at 8 month of 2024 operating expenses, and the Airport at 4 months of 2024 operating expenses. Motion passed unanimously.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the 2024-2026 capital budget as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION

AIM Center Community Meeting Workshop- Mr. McFadden and Mr. Hoppe of JUB provide a presentation on the contents of the upcoming AIM Center Community Feedback Meeting.

On November 15th, from 5-8pm the Port of Pasco and Tri-Cities Airport will hold a Special Meeting for the Tri-Cities Airport Aerospace Innovation and Manufacturing (AIM) Center Community Feedback Meeting.

Field Group Media Presentation – Ms. Beck of the Field Group, the Port’s Marketing Firm, was in attendance to provide a presentation on the Port’s social media and marketing efforts.

Mr. McFadden noted that the Field Group has been doing excellent work and has been a pleasure to collaborate with. Staff will be presenting the contract with them for renewal at the December meeting.

Director Reports:

1. Executive Director
 - a. Mr. Hayden discussed the in-process Interlocal Agreement between the Ports of Pasco and Kennewick and the Cities of Pasco and Kennewick for the Cable Bridge Lighting Project. There will be an initial \$25,000 contribution from each entity. Mr. Hayden noted that he was looking for Commission direction to continue with the agreement, and the Commissioners gave informal support of the financial portion.
 - b. Mr. Hayden noted the Agreement with the North Franklin Heritage Agreement has been executed.
 - c. Mr. Hayden noted that Port of Clarkston is looking to shift the hosting duties for a one-day river users conference from Clarkston to Pasco to gather larger support. Mr. Hayden offered to coordinate the conference in Pasco with assistance from the Pasco Chamber of Commerce.
 - d. Mr. Hayden congratulated the Airport and Commissioners for their award from Visit Tri-Cities.
 - e. Staff is working with JUB on converting unused airport land into ag production as a possible solution to attain more industrial land and will provide an update when available.
 - f. Mr. Hayden reported that the Port of Pasco’s WPPA dues have decreased by 5% for the upcoming fiscal year.
2. Airport Director

- a. Mr. Taft provided photos for Tailwind’s proposed concessions improvements at the airport terminal.
- 3. Deputy Airport Director
 - a. Mr. Faley noted the November 2nd bid opening for storm drain improvements at the Airport Industrial Center.
- 4. Human Resources
 - a. Ms. French noted AV updates to take place in November and December for the Board Room and Conference rooms at the Port.
- 5. Finance Director and Auditor
 - a. Ms. Watts noted the Port received clean audits.
- 6. Director of Economic Development and Marketing
 - a. Mr. McFadden discussed the trade mission to Colima.
 - b. Paving at the Reimann Industrial Center has begun.
 - c. Mr. McFadden noted that A-1 Hospitality has signed the lease agreement for the new hotel at the Airport.
- 7. Director of Properties
 - a. Ms. Reyna discussed the trade mission to Colima.
 - b. Ms. Reyna noted the first round of interviews for the Office Administrator position have taken place.

Commissioner Reports:

Commissioner Gordon noted she would be attending the CBDL Annual Meeting.

EXECUTED ITEMS

Steve Burrington T Hangar Lease- Steven Burrington has entered into a month-to-month T-hangar lease agreement for Building 1-76 #14, effective November 1, 2023. The lease value is \$2,912.04 for one year. The Airport Director has executed the agreement, as per the Commission’s Delegation of Authority Policy.

ITEMS NOT ON THE AGENDA

Room Rental at Port of Pasco- Mr. Hayden presented a request for a Pasco development group to use the Port’s meeting room. Their purpose is Ag growth and development, and aligns well with the Port’s mission. They do not have a business name at this time and are a group of individuals from ag related business in the area. Staff is seeking Commission approval to add them to the list of approved users per the Room Rental Policy.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve “Pasco development group” for use of Port rental facilities. Motion passed unanimously.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

Commissioner Gordon called a Special Meeting for the November 15th Tri-Cities AIM Center Community Feedback Meeting, from 5-8 pm at McGee Elementary School.

Staff and Commission discussed that a Special Meeting on December 14th for a Commission Workshop on Airport parking and land use will be held, at 10 am.

RECESS

Commissioner Gordon recessed the meeting at 12:00 pm until 12:20 for lunch, at 12:22, the meeting was called back to order.

EXECUTIVE SESSION


At 2:15 pm Commissioner Gordon announced that Commission would go into Executive Session for 5 minutes, until 2:20 pm., to consider potential litigation involving the Port. At 2:20 the regular meeting was resumed.

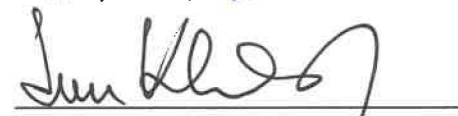
ADJOURNMENT

The meeting was adjourned at 2:21 p.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary