

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
January 10, 2024 | 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, Director of Economic Development and Marketing Stephen McFadden, Finance Director Donna Watts, Director of Properties Mayra Reyna, Deputy Airport Director Don Faley, Human Resources and Executive Staff Assistant Lori French.

Guests: Ben Hoppe of JUB, Wendy Culverwell of the Tri-City Herald, Michael and Nathan Clayton, Sergio Garcia of CCHS, Russ Chrisman of MacKay Sposito, and Cole Crapps of the Field Group.

ELECTION OF OFFICERS

Commissioner Gordon moved and Commissioner Klindworth seconded to elect Commissioner Ryckman as Commission President, Commissioner Klindworth as Vice President, and Commissioner Gordon as Secretary. Motion passed unanimously.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of December 13, 2023.
- b) Special Meeting Minutes of December 14, 2023.
- c) Vouchers and Warrants #101310-101406, and Direct Deposits #23945-23985 in the amount of \$1,018,226.20, and Vouchers and Warrants #101407-101457 and Direct Deposits #23986-24028 in the amount of \$1,451,946.60 for the General Fund.
- d) Accept as Complete-Tri-Cities Airport Building 40 Roof Project.
- e) Accept as Complete-Big Pasco Industrial Center WH3B2 Re-Roof.
- f) Accept as Complete- Lampson Hangar Drainage Improvements.

Commissioner Gordon 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 1625- A Resolution Updating Airport User Fees- Mr. Taft presented, parking rates for short- and long-term parking at the Tri-Cities Airport have not been changed since 2017. Based on Commission and staff discussion and rate analysis from the December 14th Commission Meeting, and the 2024 parking improvements, staff has presented a new parking rate structure for Commission consideration. Resolution 1625 proposes a change in the Long-Term and Credit Card rates from \$10 a day to \$12, and in the Short-Term rate from \$13 a day to \$16 a day.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve Resolution 1625-A Resolution Updating Airport User Fees to increase the Short-Term Parking Rate to \$16 a day and the Long-Term Parking rate to \$12 a day, effective March 1, 2024. Motion passed unanimously.

Resolution 1626- Sale of Property No Longer Needed- Ms. Watts presented, RCW 53.08.090 requires a resolution be passed annually to authorize the managing official of the port district to sell and convey port district property of twenty-two thousand dollars or less in value. Legislation increased the amount to \$22,000 from \$10,000 in 2023. Per the resolution, staff provides a list of items sold during the year the resolution is in effect.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve Resolution 1626- Sale of Property No Longer Needed. Motion passed unanimously.

Resolution 1627- Appointment of Directors of the Economic Development Corporation- Mr. Hayden presented Resolution 1627, the Port Commission re-appoints the Directors of the Economic Development Corporation upon election or re-election of a Commissioner for a term of not more than 6 years.

Commissioner Klindworth moved and Commissioner Gordon seconded to adopt Resolution 1627. Motion passed unanimously.

ITEMS FOR ACTION

Economic Development Corporation- At 10:44 Commissioner Ryckman recessed the regular meeting in order to hold the Economic Development Corporation (EDC) Meeting.

At 10:54, the Regular Commission Meeting resumed.

2024 committee Assignments- Ms. French presented the 2024 Commission Committee Assignments for Commissioner Review. Commissioner Klindworth noted he would like to be the last alternate for the American Association of Airports Executives.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the 2024 Committee Assignments as amended. Motion passed unanimously.

WA State Aviation Fuel Taxes ILA- Mr. Taft presented, the State of Washington is not in compliance with the Federal Aviation Administration 14 CFR Chapter 1 that states taxes on aviation fuel are subject to use for a state aviation program or airport related purposes. Chelan Douglas Regional Port Authority is coordinating an effort to request compliance of the state with federal requirements. The Tri-Cities

Airport is being asked to contribute \$7,500 and to enter into an Inter Local Agreement with the Chelan Douglas Regional Port Authority for this effort.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to enter into an Interlocal Agreement with Chelan Douglas Regional Port Authority in the amount of \$7,500 to assist in the diversion of aviation fuel tax effort.

BIL AIG 59 Grant for Design of the East GA Apron Phase 3- Mr. Faley presented, the Port received BIL AIG 59 grant from the FAA, for signatures, for the Design of the East GA Apron Phase 3 Project. BIL AIG 59 grant is in the amount of \$853,583 and is a 90% Federal 10% local split. The grant will fund the design for the reconstruction of the north end of the East GA Apron and additional taxilanes for the future hangar development north and south of the current East GA Apron. The FAA's share will be \$591,859.00, and the Port's share will be \$261,724.00.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to sign BIL AIG 59 Grant with the FAA, for the design of the Reconstruction of the East GA Apron Phase 3 Project. Motion passed unanimously.

ARFF Vehicle and Tool Procurement- Mr. Taft presented, the Tri-Cities Airport will be receiving an AIP grant in 2025 for a new ARFF truck. This new truck will serve as the primary emergency response vehicle. It is currently taking between 12-18 months to take delivery of a new truck. Staff would like to expedite this process by starting the procurement process now, and accepting delivery around the same time the grant is received, which is an acceptable process under the FAA. M&H submitted a fee of \$51,773.30 for the procurement of a new ARFF truck and Forcible entry tools. The ARFF truck is estimated to cost between \$1.2 - \$1.5m.

Commissioner Gordon moved and Commissioner Klindworth to approve work order #20 with Mead & Hunt for the ARFF Vehicle & Forcible Aircraft Entry Tool Procurement in the amount of \$51,773.30. motion passed unanimously.

JUB Master Agreement- Mr. Faley presented, there are a number of 2024 Capital Projects for which staff would like to utilize JUB Engineers. These projects include, but are not limited to, the Credit Card Lot Expansion and a sewer relocation project in the Airport Business Center. Due to this, staff would like to set up a Master Agreement with JUB Engineers. The master agreement will be the base agreement for all projects with JUB Engineers for 2024 projects. Each project will have a specific scope and fee relative to the project. The master agreement has no cost associated with it.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the Master Agreement with JUB Engineers. Motion passed unanimously.

JUB Parking Lot Design- Mr. Faley presented, one of the Airport's 2024 Capital Projects is the expansion of the Credit Card Parking Lot, which would include the paving of the existing gravel area of the Credit Card Parking lot and expansion of an additional 300 spaces. JUB Engineers designed the current Credit Card Lot and gravel overflow parking. Staff would like to utilize JUB for the design of the expansion

project, and their fees for design and construction management are \$232,100.00. The cost for the design, construction administration, and future construction will be funded by the Airport's Capital Budget for 2024.

Commissioner Gordon moved and Commissioner Klindworth seconded to award the Parking Lot Expansion design and construction administration project to JUB Engineers for the amount of \$232,100.00. Motion passed unanimously.

Aircraft Emergency Alert System- Mr. Faley presented, when 911 services were transferred to SECOMM, the airport has had issues with the Crash Phone from the Air Traffic Control Tower to SECOMM and the emergency phone from the TSA Checkpoint to SECOMM. Based on other Airports' recommendations, staff reached out to KOVA Corp for a quote and a meeting with Port Staff, FAA ATCT Staff, and SECOMM Staff. KOVA Corp provided a quote for a VOIP system for \$123,633.40, including Washington State Sales Tax. This includes phone systems for the FAA ATCT, TSA Security Checkpoint and SECOMM and supporting systems. The purchase of the Aircraft Emergency Alert System will be funded by the Airport's Capital Funds.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to sign a small works agreement with KOVA Corp, for the purchase and installation of a VOIP Aircraft Emergency Alert System for \$123,633.40, including Washington State Sales Tax. Motion passed unanimously.

Mead & Hunt Business Park Change Order 3- Mr. Faley presented, staff has been working with Mead & Hunt and MaKay Sposito to maximize the usage of the CERB Grant & Loan for the Airport Business Park. Staff would like to work with Mead & Hunt to bid the grading out on a Small Works Project, which has increased the scope of work for the overall agreement with Mead & Hunt, requiring a third amendment to the agreement. The increased scope of the Mead & Hunt Business Park Improvements amendment includes designing and bidding of the additional earthwork, construction management of the project and post construction surveying. Mead & Hunt's fee proposal for the additional scope of work, for the Airport Business Park Improvements, is \$67,906.70. The previous contract amount with Mead & Hunt, after amendment 2, was \$968,652.20. The revised contract amount with Mead & Hunt, for amendment 3, is \$1,036,558.70.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to sign Amendment 3 of the PSC Business Park Airside and Landside Improvement Design Project, with Mead & Hunt for \$67,906.50, with a revised contract amount of \$1,036,558.70. Motion passed unanimously.

Paint Truck for Airfield Markings- Mr. Faley presented, the airport has contracted out the painting of the markings on the runway due to the fact that current equipment is not adequate to complete the task. In the last two years, the price of having the runway repainted has doubled and staff reached out to the only two manufacturers for a quote. One responded, the MB Corporation provided a quote for a Paint Truck for \$471,912.11, including Washington State Sales Tax. With the purchase of a pavement marking vehicle, staff would be able to paint the markings on the runways in house. It would also allow

staff to paint all airfield markings in a short amount of time. The purchase of this vehicle will be funded with Airport Capital Funds.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the purchase of an Airfield Markings Paint Truck, from MB Corporation, for \$471,912.11, including Washington State Sales Tax. Motion passed unanimously.

Cable Bridge LED Lighting Interlocal Agreement- Mr. Hayden presented, The Port is being asked to enter into an interlocal agreement with the City of Pasco, City of Kennewick, and Port of Kennewick to provide initial funding for replacing the lights on the Cable Bridge with programmable LED lighting. The initial phase includes development of a preliminary equipment list, a cost estimate for the actual construction, and a promotional visual representation that will be used to garner additional support for the project. The total cost of the initial phase is estimated at \$100,000, split equally between the four partners at \$25,000 each. The City of Pasco will serve as the lead agency for administering the contract. Staff is recommending approval as this project furthers economic development and tourism in the Port District and should be an attractive entrance to the Wharf property.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to enter into the Interlocal Cooperative Agreement for the Cable Bridge Illumination Upgrades. Motion passed unanimously.

BPIC WH1B4 & WH3B2 Canopies Contract- Ms. Reyna presented, bids for the Big Pasco Industrial Center Canopies Project were received by January 3rd at 2 pm and the lowest bidder was CMR General Contractor of Pasco, WA with a bid of \$131,596.12. All required bidding forms for CMR General Contractor were fully completed and included in the Bid.

Commissioner Klindworth moved and Commissioner Gordon seconded to award CMR General Contractor the contract for the WH1B4 and WH3B2 Canopies Project, as they appear to have submitted the lowest, responsible, responsive bid in accordance with the Contract Documents. The total contract price, including sales tax, is \$131,596.12. Motion passed unanimously.

BNSF Reimann Track Agreements- Mr. McFadden presented, the Port successfully secured federal funding for the Phase #2 Last Mile Rail project. As a result, the Port needs to establish separate lease agreements keeping the state funded Phase #1 project separate from the federally funded Last Mile Rail project. BNSF agreed to the request for separate agreements and has been working with the Port and HDR engineering to devise a series of new agreements that accommodate the multi-phase effort, they include Phase #1 Industry Track Agreement, Phase #1 Lease of Land, Phase #2 (Last Mile) Industry Track Agreement, and Phase #2 (Last Mile) Lease of Land. Lease rates are established in the agreements for Phases #1 and #2.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute the BNSF Railway Industry Track Agreements for Phase #1 and #2 and Lease of Land Agreements for Phase #1 and Phase #2. The Executive Director 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.

ITEMS FOR DISCUSSION

November 2023 Financial Report- Ms. Watts presented the November 2023 Financial Report for discussion.

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

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted the Ag Innovation Center application for a Department of Commerce “ICAP Cluster” grant was not selected, but the group is still working towards more formal structure.
 - b. Mr. Hayden noted that Mr. Taft will be emceeding the Ag Hall of Fame dinner.
 - c. Mr. Hayden has reached out to the County Administrator to see what the next steps are following the .09 Funds discussion at the County Commission Meeting.
 - d. Mr. Hayden informed the Commission that in his absence, Ms. Watts will have the delegation of his authority.
2. Airport Director
 - a. Mr. Taft provided the Airport Activities Report.
 - b. Mr. Taft provided an update on American Airlines upcoming service.
 - c. Mr. Taft noted that he will meet with PCI this week to discuss the estimates for new equipment for the Airport parking lots.
3. Director of Economic Development and Marketing
 - a. Mr. McFadden provided an overview of the EDM Report.
4. Director of Properties
 - a. Ms. Reyna noted a barging request at the Wharf through March.

Commissioner Reports:

Commissioner Gordon Noted that she has been made Benton Franklin Council of Governments Chair and continues to participate in Columbia Basin development League Meetings.

EXECUTED ITEMS

USDA- Wildlife Services Lease- Wildlife Services is having a building built locally to house their operation, but needed a temporary space while their shop is being built. This lease is for the premises recently vacated by Big Diamond trucking and is estimated to last no longer than 2 years. The lease value is \$12,017.45 per month. The Executive Director has executed the agreement, as per the Commission’s Delegation of Authority Policy.

Wirth to Archibald Lease Assignment- Teresa Louise Wirth Revocable Trust (Terri Wirth) has sold her private hangar to the Grayson J. Archibald Trust (Danny Archibald). The leased land is located at 4412 Stearman and is approximately 57,600 square feet. The monthly rent is currently \$659.51.

As a result of this sale, the lease for the land on which the hangar sits has been assigned from Teresa Louise Wirth Revocable Trust to Grayson J. Archibald Trust. The Executive Director has executed the assignment document as per the Commission's Delegation of Authority Policy.

Hertz Franchise at PSC- West One Automotive Group, Inc. has sold the Hertz franchise being operated at PSC to Overland West, Inc. This sale includes the entire Hertz rental car operation at the airport and the lease assignment makes no other changes to the operating agreement currently in place. The Executive Director has executed the assignment document as per the Commission's Delegation of Authority Policy.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.


RECESS

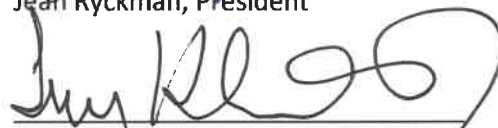
Commissioner Ryckman recessed the meeting at 11:48 am until 12:13 for lunch, at 12:13, the meeting was called back to order.

ADJOURNMENT

At 12:53 pm the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary