

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
February 28, 2024 | 9:00 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 9:08 a.m., due to technical difficulties. 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 Jean Ryckman, Commissioner Jim Klindworth, Commissioner Vicki Gordon, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Properties Mayra Reyna, and Human Resources Director and Executive Assistant Lori French.

Excused: Director of Economic Development and Marketing Stephen McFadden.

Guests: Wendy Culverwell of the Tri-City Herald, Russ Chrisman of MacKay Sposito, Cole Crapps of Field Group, Sara Schilling of The Tri-Cities Journal of Business, JBM, Diana Carlen of Gordon Thomas Honeywell, and James Sexton of JMS Construction.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of February 14, 2024.
- b) Vouchers and Warrants #101643-101754, and Direct Deposits #24109-24148 in the amount of \$1,649,915.48 for the General Fund.
- c) BPIC Signage Project Award.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

ITEMS FOR ACTION

Premier Construction Change Order #10 for RIC- Mr. Hayden presented, originally for Change Orders 9 and 10, staff is requesting action on Change Order #10 only at this time and will return at a later date with #9. Change Order #10 for the Premier Excavation, Inc., contract and covers the installation of a replacement set of temporary centerline markings. Winter weather and traffic in January resulted in the majority of the centerline markers being damaged or lost. Striping of Railroad Avenue will occur as soon as daytime temperatures improve and there are dry conditions. The Change Order is for \$16,108.80.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve payment of Premier Excavation, Inc.'s Change Order #10 for \$16,108.80. Motion passed unanimously.

Gordon Thomas Honeywell Government Relations Contract and Report- Mr. Hayden introduced Ms. Carlen of Gordon Thomas Honeywell (GTH), who was in attendance to provide a legislative session overview. Mr. Hayden also presented the GTH contract for renewal.

Ms. Carlen reported on the current legislative session.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to extend the contract with Gordon Thomas Honeywell for state lobbying services for the 2024 calendar year, retroactive to January 1, 2024. Motion passed unanimously.

Parking Lot Equipment Purchase- Mr. Taft presented, the Tri-Cities Airport recently awarded an agreement to Parking Concepts Inc. (PCI) to manage all parking operations at the airport. PCI submitted a proposal using TIBA parking systems. This system will provide the airport with the ability to go cashierless, accept reservations, and have a more accurate accounting of vehicles in the lot using License Plate Recognition (LPR) technology. Staff Budgeted \$400,000 for this system through its CIP program. This was an estimate given during the RFQ process, prior to the proposers investigating the site. The quote received by PCI from TIBA Parking Systems is \$545,795.16. The difference between the proposed estimate and actual quote were due to prevailing wage, electrical loops that must be replaced, credit card exit, and front LPR cameras.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the purchase of the Tri-Cities Airport parking lot equipment from TIBA Parking Systems in the amount of \$545,795.16 including Washington State sales tax. This amount will be reimbursed to Parking Concepts Inc., when invoiced. Motion passed unanimously.

ITEMS FOR DISCUSSION

Osprey Pointe Update- Mr. Hayden presented that Mr. Sexton was in attendance to provide and update on the Osprey Pointe development. Mr. Sexton discussed the project status and the challenges he has been facing with proposed solutions. The Commissioners, staff, and Mr. Sexton discussed hiring a consultant jointly to aid in the rezoning and permitting efforts.

Mr. Sexton and staff also discussed the lease of the Osprey Point building lease by JMS and the building upgrades that have been made. The Commission will discuss the lease in Executive Session, under minimum lease price.

After Executive Session the following action was taken:

Commissioner Klindworth moved and Commissioner Gordon seconded for staff to draft a new lease, retroactive to the signing of the Master Development Agreement, for the monthly cost of \$1,000 per month plus leasehold tax and the cost of utilities. Staff will also calculate the cost of improvements made to the building and will credit the amount owed from the beginning of the new lease in the

amount of \$1,000 per month until the credit has run out. During that period, JMS will be responsible for paying leasehold tax and utilities. Once the credit has run out, they will resume paying \$1,000 per month for the lease, and the amount will remain without CPI adjustment and the lease term will continue to be month-to-month. Motion passed unanimously.

January Financial Report- Ms. Watts provided the January 2024 Financial Report for discussion.

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

AIM Center Public Feedback Results- Mr. Hayden discussed, staff is working with the Field Group to finalize a summary of the survey results to disseminate to the community. Follow up from the open house will include the survey summary handout, an update to the AIM Center website with full report available, follow up communication via social media, and a direct mail follow up.

Director Reports:

1. Executive Director
 - a. Mr. Hayden provided an overview of his visit to the Capitol for Tri-Cities Legislative Day.
 - b. Mr. Hayden discussed upcoming Legislative meetings.
2. Airport Director
 - a. Mr. Taft provided the Airport Activities Report and Airport Digital Marketing Report.
 - b. Mr. Taft participated in a listening session on City of Pasco planning.
3. Airport Deputy Director
 - a. Mr. Faley provided an update on the Runway 12-30 shift.
4. Human Resources Director
 - a. Ms. French discussed the change in life insurance coverage through AWC and The Standard. Staff will return to the Commission with additional information at a later date.
5. Finance Director
 - a. Ms. Watts discussed GASB 87 and lease implications.
6. Director of Properties
 - a. Ms. Reyna provided the Properties Activities Report and noted staff have been busy with lease inquiries and updates.

Commissioner Reports:

Commissioner Gordon discussed the Benton Franklin Council of Governments and a presentation for the Port.

Commissioner Klindworth discussed the speed of movement for several large Pasco projects.

ITEMS FOR INFORMATION/EXECUTED ITEMS

4th Quarter Credit Card Report- the 4th Quarter Credit Card Report was provided for Commission review.

EXECUTIVE SESSION

At 10:45 Commissioner Ryckman announced that the Commission would go into Executive Session for 15 minutes, until 11:00, to consider the minimum price at which real estate will be offered for lease and

to discuss litigation. At 11:00 the Executive Session was extended for 5 minutes, and again at 11:05. At 11:10 the regular meeting was resumed.

CALENDAR OF EVENTS

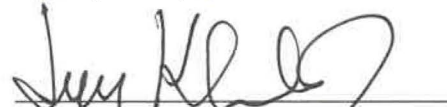
Commissioners and staff discussed the calendar of events.

ADJOURNMENT

At 11:15 am the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary