

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
June 12, 2024 | 10:30 a.m.

CALL TO ORDER

Commissioner Ryckman 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 Jean Ryckman, Commissioner Jim Klindworth, Commissioner Vicki Gordon, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Economic Development and Marketing Stephen McFadden, Director of Properties Mayra Reyna, Human Resources Director and Executive Assistant Lori French.

Guests: Russ Chrisman of MacKay Sposito, Cole Crapps of Field Group, Zara Roach, Karl Dye of TRIDEC, Jordan Jauhar and Rao Mudiganti of Sonilex.

Excused: Executive Director Randy Hayden.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of May 22, 2024.
- b) Vouchers and Warrants #102254-102324, and Direct Deposits #24394-24438 in the amount of \$1,893,459.74 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

ITEMS FOR ACTION

TRIDEC Annual Agreement Renewal- Mr. McFadden introduced Mr. Dye, Executive Director of TRIDEC, and thanked him for the excellent partnership over the past few years. Mr. Taft also noted that Mr. Dye and TRIDEC have been great partners for the Tri-Cities Airport. Mr. Dye provided an overview of the recent activities of TRIDEC, in partnership with the Port of Pasco, and upcoming support initiatives.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute the 2024/2025 Economic Development Agreement between the Port of Pasco and TRIDEC. Motion passed unanimously.

Mead & Hunt Terminal Design- Mr. Taft presented, with the addition of American Airlines to the Tri-Cities Airport, there is a need for additional ticket counter space. In addition to the gate and baggage area terminal design projects, Mead & Hunt has been asked to design a new ticket counter area for American Airlines and provide construction management for the ticket counter and the Gate 2 addition. The gate project will only include the door and podium.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the task order with Mead & Hunt for \$135,750 for the design and construction management of the ticket counter improvements and Gate 2 addition. Motion passed unanimously.

GK Real Estate DOS LLC Lease and Sub-lease- Ms. Reyna presented, GK Real Estate DOS, LLC is a current tenant leasing .75 acres at 4302 Swallow Avenue in the TCAIP. The building they purchased from Astley that is located on this land is currently subleased to EAN Holdings LLC (Enterprise) for their truck rental operations. Enterprise has requested GK to lease an additional 1.2 acres adjacent to the land at 4302 Swallow to sublease for use as a parking area. Enterprise plans to fence the 1.2 acres and either gravel or asphalt. The lease will be effective July 1, 2024, with the lease term being for 10 years and a value of \$116,090.40 for the initial term of the agreement.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the lease with GK Real Estate DOS, as presented, and authorize the Executive Director to execute the lease and the Consent to sublease to EAN Holdings LLC. Motion passed unanimously.

ITEMS FOR DISCUSSION

April Financials- Ms. Watts presented the April Financial Report for discussion. Ms. Watts and Mr. Taft reviewed the carryover amounts and capital budget projects for the Airport.

Tenant Delinquent List- Ms. Watts presented Tenant Delinquent List for discussion.

Tigre USA Lease- Ms. Reyna presented that staff is continuing to work with Tigre USA on a lease for space at the Big Pasco Industrial Center, Warehouse 3 Bay 2 and part of Warehouse 3 Bay 3.

Building T1-79 Lease Proposals- Ms. Reyna presented the lease proposal and building improvements for Building T1-79, on behalf of Sonilex. Mr. Jauhar discussed building improvements and the business conducted by Sonilex.

Staff requested to discuss minimum lease price in executive session. After return from Executive Session, no action was taken, but staff will continue to negotiate with Sonilex.

Process Water Reuse Facility- Commissioner Ryckman excused the regular meeting at 12:56 for Commission, Staff, and public participation for an onsite tour of the Process Water Reuse Facility.

Director Reports:

1. Port Attorney
 - a. Ms. Ellerd provided a report on items of interest from the ACI Conference.
2. Airport Director

- a. Mr. Taft noted that the Argent Road Project by the City has been completed.
- 3. Airport Deputy Director
 - a. Mr. Faley discussed the FAA Certification process, noting the Airport received two write ups.
- 4. Director of Economic Development and Marketing
 - a. Mr. McFadden noted that there will be four items for the Executive Session.
 - b. Logo ideas for the 85th Anniversary of the Port were provided to the Commissioners for feedback.
 - c. Mr. McFadden provided an update on the upcoming Colima visit.
- 5. Director of Properties
 - a. Ms. Reyna noted that JMS has signed their lease agreement for the Osprey Pointe building.

Commissioner Reports:

Commissioner Gordon discussed the PNWA Conference.

Commissioner Ryckman noted her attendance at the PNWA Conference.

ITEMS FOR INFORMATION

David Todak T-Hangar lease- David Todak has entered into a lease agreement for T-hangar 1-69 #8, effective June 1, 2024. The lease is month to month and has a lease value of \$3,025.08 for one year. The Airport Director has executed the lease in accordance with the Commission's Delegation of Authority Policy.

Bogert Manufacturing-3606 Swallow Ave.- The lease with Bogert Manufacturing, Inc. for Building 89, located at 3606 Swallow Avenue in the TCAIP recently expired. Bogert and the Port have entered into a new lease agreement for that space, effective June 1, 2024. The lease term is for 2 years with a lease value of \$49,761.60 for the initial term of the agreement.

Bogert Manufacturing- 3411 Stearman Ave.- The lease with Bogert Manufacturing, Inc. for Building 1-91, located at 3411 Stearman Avenue in the TCAIP recently expired. Bogert and the Port have entered into a new lease agreement for that space, effective June 1, 2024. The lease term is for 2 years with a lease value of \$40,620.00 for the initial term of the agreement. The Executive Director has executed the lease in accordance with the Commission's Delegation of Authority Policy.

CALENDAR OF EVENTS

Commission and Staff discussed the Calendar of Events.

RECESS

At 12:00, Commissioner Ryckman recessed the meeting until 12:30 for lunch. At 12:30, the meeting was resumed.

EXECUTIVE SESSION


At 12:30, Commissioner Ryckman announced that the meeting would go into Executive Session for 20 minutes, to consider the acquisition of real estate by purchase, minimum lease price, collective bargaining strategy, and potential litigation involving the agency.


At 12:50, the Regular Meeting was resumed.


ADJOURNMENT

At 3:08 pm the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary