

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
Held at 1110 Osprey Pointe Blvd., Pasco, WA 99301  
March 23, 2017 | 10:30 a.m.

---

**CALL TO ORDER**

---

Commissioner Reimann called the meeting to order at 10:30 a.m.

Present: Commissioner Ron Reimann, Commissioner Jean Ryckman, Commissioner Jim Klindworth  
Port Counsel Dan Hultgrenn, Executive Director Randy Hayden, Director of Airports Ron Foraker,  
Deputy Director of Airports Buck Taft, Director of Finance & Administration Linda O'Brien, Director of  
Economic Development and Marketing Gary Ballew, Director of Properties Mayra Reyna, and  
Administrative Assistant Audrey Burney

Guests: Brian Malley and Stephanie Seamans – Benton Franklin County of Governments

**APPROVAL OF AGENDA**

---

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the agenda as presented. Motion carried unanimously.

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of March 9, 2017
- b) Vouchers & Warrants 87257 - 87378 in the amount of \$488,872.21

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the consent agenda as presented. Motion carried unanimously.

**ITEMS FOR DISCUSSION**

---

**Benton Franklin Council of Governments (BFCOG)** – Mr. Brian Malley and Ms. Stephanie Seamans have been meeting with their Councils that make up the Benton Franklin Council of Governments membership. They provided the council's annual report and they are raising awareness of what the BFCOG does as well as other capabilities. The BFCOG is also federally designated as the Metropolitan Planning Organization (MPO)/Transportation Management Area (TMA) for the Tri-City Metropolitan Area and the Economic Development District (EDD) for Benton Franklin Counties.

BFCOG provides a Community & Economic Development Department which works on many projects and activities that serve the district to promote economic vitality and resiliency. For example, Comprehensive economic development strategy; Loan Program Promotion and Management; Lenders Roundtable; Small Cities Group Coordination (Benton City, Connell, Kahlotus, Mesa, Prosser and West Richland); Assists Cities, Counties, Ports and Community-Wide Organization within the community and worked with some in more detail. Some projects that BFCOG has participated in are: Bridge to Bridge/River to Rail Plan Group in Kennewick; Pasco Vision/Somos Pasco Steering Committee; and Pasco Specialty Kitchen Mobile Vending University Instruction.

**PUBLIC HEARINGS & RESOLUTIONS**

---

**Resolution 1451- Change the Date of the First Meeting in April** – Commission Reimann moved and Commissioner Klindworth seconded to approve to move the date of the first meeting in April. Motion carried unanimously.

**Resolution 1452 – Tier II CERB Grant Hangar Project** – Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1452, authorizing the Executive Director to submit an application to the CERB program to construct a hangar at the Airport Business Center. Motion carried unanimously.

#### **ITEMS FOR ACTION/CONSIDERATION**

---

**Employee Parking Lot, Recommendation of Award** – Mr. Taft informed Commissioners that on March 14, 2017 four eligible bids were received and opened for the Employee Parking Lot Project. The employee parking lot project will repair the current pavement section of the lot and pave the gravel section currently being used by employees. This project will also add additional lighting and an access control system to keep general public out of the employee lot. Eligible bids are as follows:

Engineers Estimate: \$463,910.15  
Big D's Construction: \$399,268.50  
Culbert Construction: \$429,743.16  
C&E Trenching: \$444,015.83  
Granite Construction: \$476,994.01

Commissioner Ryckman moved and Commissioner Reimann seconded to award the Employee Parking Lot Project to Big D's Construction in the amount of \$399,268.50 including Washington sales tax. The motion passed. Commissioner Klindworth abstained from voting.

#### **ITEMS FOR DISCUSSION**

---

**February 2017 Financial Statement** – Mrs. O'Brien discussed the February 2017 Financial Statement.

**Tenant Delinquent List** – Mrs. O'Brien discussed the tenant delinquent list.

#### **Airport Director's Report:**

1. Mr. Foraker informed Commissioners that he and Mr. Taft attended the annual FAA Regional Conference. The Conference represents the 7 regional airports in Washington State. Tri-Cities Airport Terminal Expansion Project was recognized at the conference for project of the year for WA State.
2. Mr. Foraker informed Commissioners that the Law Enforcement Officer Reimbursement Program has been suspended. Mrs. O'Brien stated that the program is supposed to be funded through March of 2017. However, she submitted January and February and got an email stating that they concluded the program.
3. Mr. Foraker met with Marty Conger and gave him a tour of the Tri-Cities Airport Terminal.

**Airport Tower TRACON** – Mr. Foraker reported that he, Randy and Hal Hiemstra met with Brian Langdon, Government Affairs, Jim Pasto, Air Traffic, Bill Middleswart, Air Traffic, (phone), Don Chapman, NATCA and Bruce Milroy, PASS (Professional Aviation Safety Specialist) in Washington TC. Several at the table had made the trip to Pasco in June of 2015, so they were familiar with our airport.

Staff discussed the highlights in the "Pasco TRACON fact sheet" and the "Realignment Recommendation for PSC TRACON" and the cost summary of that report. The project costs and savings actually comes out as a negative by realigning to Spokane. The Port pointed out that the benefit cost ration is 0.9 and net present value is negative \$649,000. The FAA representatives responded that over the long run, there will be financial benefit.

As the Tri-Cities Airport is the host airport, Mr. Foraker would like to reach out to all of the airports served by Chinook Approach (Tri-Cities Tower) and let them know the FAA's recommendation for realignment so that they may inquire and write letters as they desire.

## **RECESS**

---

At 12:10 p.m., Commissioner Reimann recessed the meeting for twenty minutes. At 12:30 p.m. the meeting was reconvened.

## **EXECUTIVE SESSION**

---

At 12:30 p.m., Commissioner Reimann announced that the board would go into executive session for Forty-Five minutes to consider the minimum price at which real estate will be offered for sale or lease; and to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, and to evaluate the qualifications of an applicant for public employment. At 1:15 pm, Mr. Taft announced on behalf of the Port of Pasco Commissioners that executive session would be extended an additional 5 minutes. At 1:20 p.m. Mr. Taft announced on behalf of the Port of Pasco Commissioners that executive session would be extended an additional 10 minutes. At 1:30 p.m. the meeting reconvened.

## **ITEMS FOR ACTION/CONSIDERATION**

---

**Employment Agreement for New Finance Director** – Commissioner Klindworth moved and Commissioner Ryckman seconded to approve an employment agreement with Donna Watts as the Port Finance Director/Auditor for employment beginning May 1, 2017 with full duties assumed on June 1, 2017, and further moved to approve Ms. Watts outside employment with Bryan Watts Racing, LLC and Le-Vel per the stipulations listed in the staff memo dated March 23, 2017. Motion carried unanimously.

## **ITEMS NOT ON THE AGENDA**

---


1. Mr. Hayden reported on:
  - a) the Port of Vancouver Supreme Court Case which determined that Port lease decisions are not subject to SEPA review.
  - b) the PNWA DC Visit with Brian Doherty, the lead US negotiator for the Columbia River Treat. At this time Canada is unwilling to enter into negotiations with the US.
  - c) a new PFC bill under consideration at the US House of Representatives that would eliminate the cap on PFCs. Mr Taft added that large airports could impose a relatively larger PFC amount that could disadvantage ticket prices flying out of smaller airports like Pasco.
2. Mr. Foraker mentioned that Vic Hubbard with Energy Savings is generating a refund for \$33,000 for the lighting portion of the Tri-Cities Airport Terminal Project.
3. Commissioner Ryckman mentioned that City Council Al Yenney didn't like that the Airport is referred to the Regional Airport. He felt that no other communities supported the Airport. Commissioner Ryckman would like some statistical sheets that way Commissioners and staff can provide the information with certain discussion.

## ADJOURNMENT

---

The meeting adjourned at 1:57 pm

Port of Pasco Commission:

A handwritten signature in black ink, appearing to read "Ronald Reimann", written over a horizontal line.

Ronald Reimann, President

A handwritten signature in blue ink, appearing to read "Jean Ryckman", written over a horizontal line.

Jean Ryckman, Vice-President

A handwritten signature in black ink, appearing to read "Jim Klindworth", written over a horizontal line.

Jim Klindworth, Secretary