

**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*  
*April 24, 2024 | 9:30 a.m.*

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**CALL TO ORDER**

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Commissioner Ryckman called the meeting to order at 9:30 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, Executive Director Randy Hayden, 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, Office Administrator Shannon Kruiswyk.

**Guests:** Russ Chrisman of MacKay Sposito, Ben Hoppe of JUB Engineering, Wendy Culverwell of the Tri-Cities Herald, Colin Hastings of the Pasco Chamber of Commerce.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of April 10, 2024.
- b) Vouchers and Warrants #102001-102082, and Direct Deposits #24270-24309 in the amount of \$1,895,764.48 for the General Fund.

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

**PUBLIC CITIZEN COMMENT**

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No public citizens provided comment.

**ITEMS FOR ACTION**

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**Ag Innovation Center Personal Services Agreement-** Mr. Hayden presented, based on the September 2023 contract between the Port of Pasco and the WA State Department of Commerce for funding for a Feasibility Study for an Agricultural Innovation Center, an RFP for the feasibility study was issued on March 3rd and received 10 qualified proposals. The Ag Council review committee interviewed four of the applicants and chose the Vine Institute as the preferred consultant. Vine was selected because of their very close experience with similar projects focused on technology development at Ag Innovation Centers. The estimated fee is \$193,600 and the Commerce grant funding is \$194,000. The feasibility study is expected to be completed by November 30, 2024.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to enter into an agreement with the Vine Institute of Woodland, CA for preparation of the AG

Innovation Center Feasibility Study, with minor changes as may be approved by the Port Attorney. Motion passed unanimously.

**Award of Big Pasco Concrete Dock –** Ms. Reyna presented, bids for the Big Pasco Industrial Center Concrete Dock & Ramp Repairs project were opened on April 18<sup>th</sup>. Six bids were received, and the low bidder was Tapani Inc., of Battle Ground, WA, with a bid of \$55,539.00, including sales tax. All required bidding forms were provided, and bidder's responsibility criteria were met by Tapani Inc.

Commissioner Gordon moved and Commissioner Klindworth seconded to award the Contract for the Big Pasco Industrial Center Concrete Dock & Ramp Repairs Project to Tapani Inc., as they appear to be the lowest, responsible, responsive Bid in accordance with Contract Documents, for the Total Contract Price, including sales tax of \$55,539.00. Motion passed unanimously.

**Change Order for Tri-Cities Airport Paint Truck-** Mr. Faley presented, on January 10<sup>th</sup>, the Commission approved the purchase of an Airfield Markings Paint Truck for \$471,912.11, including Washington State Sales tax. The Manufacturer of the truck had initially spec'd a truck that they had been told by the supplier is similar in function for our requirements to another truck manufacturer. It was determined that the engine and transmission of the selected truck would not support the function of the Power take-off, which operates the hydraulics. The options provided by the paint manufacturer were to either change the truck make or add a compressor and reduce the paint capacity. Making the necessary changes the existing truck is more expensive than changing the truck make. The price increase for changing the truck make would be \$13,068.00, for a total price of \$484,980.11, including Washington State sales tax.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the change order for the Airfield Markings Paint Truck with MB Corporation, for \$13,068.00, increasing the contract amount to \$484,980.11, including Washington State Sales Tax. Motion passed unanimously.

**Airport Business Center Landside and Airside Improvement Project Change Order-** Mr. Faley presented, during the Engineering Review by the City of Pasco, the city required additional ADA crosswalks, markings, and signage. The additional cost of this requirement was \$7,687.00. Staff is requesting a change order in the amount of \$7,687.00, with the new contract amount with Inland Asphalt being \$4,123,313.34. This change deals with the road work and does not require Washington State sales tax.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to sign Change Order #2, in the amount of \$7,787.00, for the Airport Business Center Landside and Airside Improvement Project. The new Contract amount for Inland Asphalt will be \$4,123,313.34. Motion passed unanimously.

**Runway 12-30 Bid Award Extension-** Mr. Faley presented, at the April 10<sup>th</sup> Commission Meeting, staff informed the Commission that they did not believe the Airport would receive grant funding from the FAA in time to complete the runway shift project this year. Staff met with Granite construction and discussed possible options, including rejecting all bids, holding bids and starting the project next year, or

beginning half of the project in 2024 and completing the project in 2025. Granite is interested in beginning the project this year to do half of it in 2024 and completing it in 2025. Staff, Mead & Hunt and Granite are working together to see if this is possible. In order to give the team adequate time to evaluate this option, staff recommended extending the bid hold date from April 29th to May 8th. A final award recommendation will be presented at the May 8th Commission meeting.

Commissioner Klindworth moved and Commissioner Gordon seconded to extend the bid hold date for the Runway 12/30 Shift Project from April 29<sup>th</sup> to May 8<sup>th</sup>, 2024. Motion passed unanimously.

Solgen Power LLC, Lease- Ms. Reyna presented, earlier this year, Pure Light Power purchased Solgen Power and has chosen to continue leasing on a month-to-month basis under the name of Solgen Power LLC. Staff and the company have been in negotiations to find a mutually agreeable solution between Solgen Power and the Port. They have proposed paying a security deposit equivalent to four months' rent and reducing the required deposit to \$56,266.30. This is in line with our previous policy stating that a month-to-month lease required a deposit equal to two months' rent, with double that amount being due if a personal guarantee was declined. The lease term is month to month and the lease value is \$149,357.40 per year. This adjustment also considers the fact that this tenant is experiencing a 31.35% increase in their current rent to align them with the 2024 published rates.

Staff and Commission discussed the change of ownership of Solgen Power, and the Port attorney will verify if Solgen Power will be the DBA for Pure Light Power or if the lease documents need to have the name of the Company changed.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a lease with Solgen Power LLC for Warehouse 2 Bay 3 plus .5 acres, located north of W2B4 with a reduced deposit of 4 month's rent in lieu of signing article 37 of the lease and shall also be authorized to make minor changes to the lease, with approval by the Port Attorney, as may be needed to finalize the agreement. The reduction in deposit is approved due to the large, one-time market lease increase in rent. Motion passed unanimously.

**ITEMS FOR DISCUSSION**

March Financial Report- Ms. Watts presented the March Financials for discussion.

Tenant Delinquent Report- Ms. Watts presented the Tenant Delinquent list for discussion.

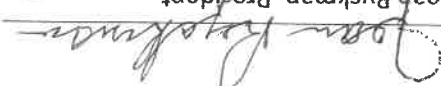
Coleman Oil Lease Amendment Request- Ms. Reyna presented a request from Coleman Oil for an amendment to their lease that would remove the paragraph that gives the Port the right to cancel the lease with 180- days' notice. Staff is continuing ongoing discussions with Coleman Oil regarding the removal of the lease language as per their request. Additionally, the Port received a letter from the Department of Ecology indicating existing residual contamination at the site that requires attention. Staff has informed Coleman that this issue must be resolved before any amendments or new leases are considered.

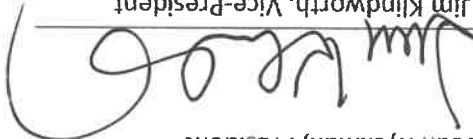
- 1. Executive Director
  - a. Mr. Hayden discussed the invitation to the Nordic Innovation Summit in Ballard, Washington to discuss the Ag symbiosis efforts taking place in Pasco and Longview.
  - b. The Port of Portland will be closing Container Terminal 6.
  - c. Mr. Hayden discussed the Legislative tour that took place on the 12<sup>th</sup>. Representatives visited Reser's, the PWRF, and Darigold.
  - d. Construction on the C-Street Vault in Connell is making progress. Staff will plan on a Commission tour during our August Commission Meeting in Connell.
  - e. Port staff will be meeting with Rep Connors and a DNR representative today.
- 2. Airport Director
  - a. Mr. Taft provided the Airport Activities Report.
  - b. Aveo Airlines will begin its flight to Sonoma, CA on May 1<sup>st</sup>.
  - c. The RFP for a second Fixed Base Operator will be issued beginning next week.
  - d. Staff is discussing the possibility of installing emergency phones in the Airport bathrooms to support victims of human trafficking.
- 3. Airport Deputy Director
  - a. Mr. Faley noted that the East GA Bid opening will take place next week.
  - b. Asphalt is being laid at the Tri-Cities Airport Business Center.
- 4. Human Resources Director
  - a. Ms. French noted that Ms. Carlock from HUB insurance is still looking at options for life insurance for the Commissioners.
  - b. Ms. French noted that Ms. Kruiswyk has been training on Commission responsibilities and put together the Commission Packet for last week and did an excellent job.
- 5. Finance Director
  - a. Ms. Watts noted that she is working on GASB 96 implementation.
  - b. Ms. Watts noted that she and other staff members are participating in a WPPA procurement group.
  - c. Ms. Watts and Mr. Taft briefly discussed lease specifications for Tailwind on grease trap cleaning responsibilities.
- 6. Director of Economic Development and Marketing
  - a. Mr. McFadden informed the Commission that the Reimann Road and Water Project road striping is expected to be completed today.


**Director Reports:**

Staff would like to discuss this item in the Executive Session.

**UPS Land Sale-** Mr. McFadden presented the announcement from UPS that the company would be closing 200 facilities nationwide and implementing a plan to streamline operations. The company also announced late last year that it intends to lay off 12,000 employees. As a result of the reconfiguration, UPS has determined it will not build its planned project at PIC-395. The Port's purchase and sale agreement with UPS includes a rescission agreement that would allow the Port to buy back the property if the company has not applied for a building permit within 24 months of closing of the land sale.

  
 Jean Ryckman, President

  
 Jim Klindworth, Vice-President

  
 Vicki Gordon, Secretary

Port of Pasco Commission:

At 11:24 am the meeting was adjourned.

**ADJOURNMENT**

At 10:48, Commissioner Ryckman announced that the meeting would go into Executive Session for 30 minutes, to consider the acquisition of real estate, to consider the minimum price which real estate will be offered by lease, to review the performance of a public employee, and to discuss potential litigation against the Port.

At 11:18, the Executive Session was extended for 5 minutes, until 11:23. At 11:23, the Regular Meeting was resumed.

**EXECUTIVE SESSION**

Commission and Staff discussed the Calendar of Events.

**CALENDAR OF EVENTS**

Commissioner Gordon noted she was not able to attend the last Benton Franklin Council of Governments meeting.

**Commissioner Reports:**

7. Director of Properties
  - a. Ms. Reyna provided the Properties Activities Report.
  - b. Ms. Reyna discussed a meeting with a broker who reached out for information on the Parson's building. They represent a community support provider. Ms. Reyna asked the Commission if the potential use of the building was appropriate to the Commission. Based on their positive response, staff will continue exploring the option.
  - c. The Port has received a letter of intent for the Wharf. Staff will draft an RFP to capture other potentially interested parties.
  - b. Mr. McFadden discussed his presentation to the City of Pasco Council on the urban areas property tax exemption.

