

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
May 22, 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, 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, Human Resources Director and Executive Assistant Lori French, Office Administrator Shannon Kruiswyk.

Guests: Russ Chrisman of MacKay Sposito, Wendy Culverwell of the Tri-Cities Herald, Colin Hastings of the Pasco Chamber of Commerce, Sean Gordon and Julianne Dodds of Banner Bank, Corey Bitton, Mitch Nichols, and Tere Thornhill of Great Basin, and Michelle Holt of Benton-Franklin Council of Governments.

Excused: Director of Economic Development and Marketing Stephen McFadden.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of May 8, 2024.
- b) Vouchers and Warrants #102173-102253, and Direct Deposits #24352-24393 in the amount of \$517,383.79 for the General Fund.
- c) Accept as Complete- Terminal Ramp Lighting Project.
- d) Accept as Complete- Earthworks Project at Tri-Cities Airport Business Center.

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

Great Basin Lease- Ms. White presented, Port and Airport staff have been working with Great Basin Land Company, LLC on a proposed project for non-aviation side of the Tri-Cities Airport Business Center. Mr. Bitton, Mr. Nicols, and Mr. Thornhill were in attendance to discuss the project.

Mr. Nichols and Mr. Thornhill presented the project site plan and a number of renderings for the project, discussing the buildings and features. Mr. Bitton discussed potential tenants for the building.

Ms. White discussed two areas of note in the lease process with Great Basin. They are the potential future lease split of the property into two separate leases, and the development timeframes. Mr. Hayden discussed the lease term and investment per Resolution 1551 Lease Investment Guidelines and the need to approve the covenant review of the proposed building plans before the lease could be executed.

It was noted that B-17 Pasco, LLC is a subsidiary of Great Basin Land Company, LLC.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the proposed lease agreement with B-17 Pasco, LLC for the development of a new project at the Tri-Cities Airport Business Center. And further move to authorize the Executive Director to execute the lease agreement, once the preconditions described above are complete, with minor changes as approved by the Port Attorney. Motion passed unanimously.

East GA Apron- Mr. Taft presented, bids were received and opened for the East General Apron Construction project, which will open up new development for general aviation on the north and south ends of the apron. It will also replace aging concrete from the 1940s. The total low bid for the project including the base bid plus ALL of the additives was \$5,984,611.37 from Central WA Asphalt.

Commissioner Klindworth moved and Commissioner Gordon seconded to award the bid for the East GA Apron Project to Central Washington Asphalt for base bid Schedules A and B and Additives 1 through 5 for a total contract amount of \$5,984,611.37, including Washington State sales tax and further, to authorize the Executive Director to execute all contract documents. The award is contingent upon receiving a Federal Grant for this project. Motion passed unanimously.

Airport Business Center Utility Costs- Mr. Faley presented, the Port has received the final bill from Franklin PUD for the Airport Business Center Improvement Project utility costs. The final bill is for \$275,511.97, which is an increase of \$57,797.25 from what was budgeted. Staff requested that the Commission authorize the final amount.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to pay the final invoice from Franklin PUD, for \$275,511.97, an increase of \$57,797.25 from the original budgeted amount. Motion passed unanimously.

Mr. Taft noted that Ms. Watts and Mr. Taft will provide an overview of the Airport's capital budget at a future meeting. Many adjustments have been made over the course of this year due to new projects that have been added with the Airport's growth. The Commission has been briefed on these projects, but staff would like to show the impact of the projects on future airport plans.

ITEMS FOR DISCUSSION

Benton Franklin Council of Governments Presentation- Ms. Holt, Executive Director of the Benton Franklin Council of Governments (COG), was in attendance to provide a presentation on the 2022-2023 activity of the organization, how the COG supports the Port of Pasco and Tri-Cities Airport, and plans for the upcoming years.

The Commissioners, Mr. Hayden, and Mr. Taft noted the Port and Airport's thanks for the COG's support and noted Ms. Holt's great work and success in her role.

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

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

The Commissioners thanked Ms. Watts and her staff for their work to ensure the Port is meeting its financial obligations.

Building T1-79 Lease Proposals- Ms. Reyna presented the lease proposals for Building T1-79, reviewing potential building uses, lease terms, and pricing requests. Staff would like to discuss the minimum lease price in Executive Session. The Commission directed staff to continue to negotiate with Sonilex Industries at this time.

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted that he would not be in attendance at the upcoming Port Commission Meeting due to travel.
 - b. Mr. Hayden provided an update on the Port of Portland's Container Terminal 6, that was scheduled to be closed, but has received a subsidy from the State of Oregon that will allow it to remain open in the short term.
 - c. Mr. Hayden noted that he has spoken with Jim Darling about preparing an update to the Port's strategic plan that was last updated in 2019. Mr. Darling has previously assisted the Port in developing two prior strategic plans. The work is anticipated to begin sometime this fall.
 - d. Staff is working with community partners to schedule meetings with representatives from Franklin County agencies to discuss areas of joint interest.
2. Port Attorney
 - a. Ms. Ellerd is in attendance at the ACI Conference on behalf of the Airport.
3. Airport Director
 - a. Mr. Taft provided the Airport Digital Marketing Report for Commission review.
 - b. Mr. Taft provided the Airport Activities Report for April for Commission review.
 - c. Mr. Taft briefly note that staff is working on renaming the Airport parking lots and reorganizing overnight airplane parking.
4. Human Resources Director
 - a. Staff have not heard back from the LEOs at this point in time.
5. Director of Properties
 - a. Ms. Reyna noted that Building 300 is waiting on railing and the lease is expected to commence July 1st.
 - b. Modules for Lampson have been arriving.
 - c. CHS reached out to staff about utilizing the Port for a barge emergency.

Commissioner Reports:

Commissioner Gordon noted that she attended the WPPA Spring Conference, and that it was a good meeting.

ITEMS FOR INFORMATION

Q1 2024 US Bank Credit Card- The 2024 1st Quarter US Bank Credit Card Report was provided for Commission review.

Lampson Land Lease- Lampson is temporarily leasing .50 acre of land at the barge terminal to stage large modules to be loaded on to a large barge, the lease value is \$595.54 per month. The Executive Director signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

Solgen Lease- Solgen Power has signed a renewal lease for their currently leased space at 2214 E Ainsworth in Warehouse 2 Bay 3 plus a 1/2 acre directly north of Warehouse 2 Bay 4. The lease value is \$12,446.45 per month. The Executive Director has signed the lease in accord with Commission policy delegating authority as the lease deviations were previously approved by Port Commissioners on April 24, 2024.

Prometric Lease- This is a renewal lease for Suite 103 of Osprey Pointe, it is for general office use for testing services related to professional and/or academic licensure or certification. The lease value is \$53,094.60 for the 3-yr term of the lease. The Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

CALENDAR OF EVENTS

Commission and Staff discussed the Calendar of Events.

RECESS

At 11:55, Commissioner Ryckman recessed the meeting until 12:20 for lunch. At 12:21, the meeting was resumed.

EXECUTIVE SESSION

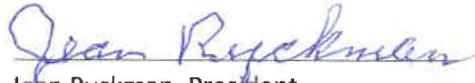
At 1:15, Commissioner Ryckman announced that the meeting would go into Executive Session for 10 minutes, to consider the minimum lease price, and potential litigation involving the agency. At 1:25, Executive Session was extended for 10 minutes, and at 1:35, Executive Session was extended for a further 5 minutes.

At 1:40, the Regular Meeting was resumed.

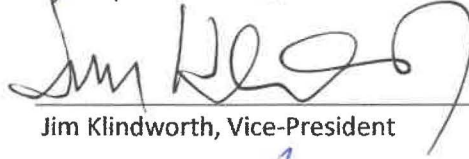
ADJOURNMENT

At 1:40 pm the meeting was adjourned.

Port of Pasco Commission:



Jean Ryckman, President



Jim Klindworth, Vice-President



Vicki Gordon, Secretary