

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
July 24, 2024 | 2:00 p.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 2:00 p.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, and Human Resources Director and Executive Assistant Lori French.

Guests: Russ Chrisman of MacKay Sposito.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of July 10, 2024.
- b) Vouchers and Warrants #102535-102627, and Direct Deposits #24529-24573 in the amount of \$1,516,748.29 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1631- Resolution for the Port's Small Works Roster- Mr. Hayden presented, the state legislature has enacted changes to the Small Works Roster process, and staff and the Port attorney have updated the Port's Resolution on the Small Works Roster to reflect these changes. Primary changes include joining the MRSC (Municipal Research and Services Center) statewide roster instead of using a Port maintained roster, and the Port opting to not use a "direct contracting" option for contracts less than \$150,000.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve Resolution 1631, modifying procedures for using a small works roster process to award public works contracts. Motion passed unanimously.

ITEMS FOR ACTION

ARFF Vehicle Bid Award - Mr. Taft presented, Airport staff opened bids for the new ARFF (Aircraft Rescue Fire Fighting) Truck on July 18th. There was one bid received from Oshkosh Airport Products for the amount of \$1,090,142.36, including Washington State sales tax. The truck is part of the 2025 AIP grant funds and has a 600 day build time. This should allow the Port to take possession of the truck at approximately the same time as the grant funds are awarded. The cost for the truck will be the traditional 90-10 split between the AIP grant funds and Airport funds.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute the agreement with Oshkosh Airport Products in the amount of \$1,090,142.36, including Washington State Sales Tax, for a new ARFF truck. Motion passed unanimously.

Swisher Fill Dirt License- Mr. Taft presented, Mr. Swisher who has developed land northwest of the Airport, has requested Commission approval to place fill dirt on his 9 remaining lots to prepare them for residential development. The agreement would allow Mr. Swisher to flatten an area that extends beyond his property line and would move approximately 7,500 cubic yards of dirt. The agreement is for 12 months and will likely conclude during 2025.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive director to sign the license, to place and remove fill dirt, with Dave K. Swisher. Motion passed unanimously.

PCI Parking Agreement Amendment- Mr. Taft presented, the original agreement with Parking Concepts included the purchase of a golf cart to be used as a service vehicle for parking operations. Airport administrative staff and Parking Concepts staff have since agreed the purchase of a service truck would better meet the operational and functional needs of PCI and the airport. Airport administration and parking staff have agreed to adjust the management fee to include all operating costs associated with the service vehicle. The cost of the service vehicle itself will be paid for by the Port, and the vehicle will revert to the Port at the termination of the agreement. Updated fees are below:

	Original Management Fee:	Amended Management Fee:
Year 1 (2/1/24-1/31/25):	\$ 95,852.00	\$95,968.00
Year 2 (2/1/25-1/31/26):	\$ 90,663.00	\$100,096.00
Year 3 (2/1/26-1/31/27):	\$ 93,998.00	\$103,715.00
Year 4 (2/1/27-1/31/28):	\$ 97,737.00	\$107,745.00
Year 5 (2/1/28-1/31/29):	\$101,630.00	\$111,938.00

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the Parking Lot Management Agreement Amendment 1, with Parking Concepts Incorporated, as presented, and authorize the Executive Director to execute the amendment. Motion passed unanimously.

Tri-Cities Mattress Lease Request- Ms. Reyna presented, staff have been in discussion with Mr. Munguia of Tri-Cities Mattress regarding their overdue account for their leased space that flooded this past January from a sprinkler system leak. They have since signed a lease for a new space and staff have

received two rent checks, however, the Port is unable to execute the new lease or deposit the lease checks due to the outstanding balance on the old location. Due to the significant loss Tri-Cities Mattress suffered in the flood, they have requested the Commission waive the overdue amount for the old lease as they were not able to conduct business during that time (April and March of 2024). Staff and Commissioners discussed the impact of the loss of product and time that Tri-Cities Mattress experienced.

Commissioner Klindworth moved and Commissioner Gordon seconded to write off the March and April 2024 rent for Tri-Cities Mattress, due to a loss of products, supplies, and the downtime incurred as a result of a leak in the building's fire system. Motion passed unanimously.

Tri-Cities Airport Business Center Earthwork Design- Mr. Taft presented, staff members have been working with Mead & Hunt and MacKay Sposito on a scope of work for the grading/earthwork in the Airport Business Center. Mead and Hunt is the engineer of record with MacKay Sposito as a sub-contractor. Mackay Sposito designed the phase one grading project for \$22,798. Phase 2 has a cost of \$20,013.40 for a similar size and scope of work. This amendment would increase the current agreement from \$1,036,558.70 to \$1,056,572.10. The majority of the design will be paid for with the CERB grant/loan funds received for this project.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to execute Work Order 7, Amendment 4 with Mead & Hunt in the amount of \$20,013.40, bringing the total contract amount to \$1,056,572.10. Motion passed unanimously.

ITEMS FOR DISCUSSION

June 2024 Financial Report- Ms. Watts presented the June 2024 Financial Report for discussion.

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

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted that the Port put on a VIP Tour last week, which included the local PEO group and members of the community.
 - b. Mr. Hayden will not be in attendance at the next Commission Meeting due to personal leave.
 - c. Mr. Hayden discussed implications of the Columbia River Treaty between the US and Canada; the countries have come to a tentative agreement.
 - d. Mr. Hayden discussed the WPPA Commissioner tour of the Port of Pasco, the tour was well attended and a success.
 - e. Mr. Hayden discussed the Christensen rail car that derailed at Big Pasco, costs are impending and staff members are exploring potential recourse.
2. Airport Director
 - a. Mr. Taft discussed the car wash facility and the parking lot being impacted by a potential "Shrub Steppe" environmental designation. This designation would have a cost

allocated at a 2:1 ratio of developing new shrub steppe habitat for every acre of new parking lot . Staff has heard anywhere from \$1,000-\$4,000 per acre to develop new shrub steppe habitat. The current projects include approximately 4 acres or new parking area.

3. Airport Deputy Director
 - a. Mr. Faley provided an update on the Credit Card Parking Lot.
4. Finance Director
 - a. Ms. Watts noted the audit entrance conference will be held next Wednesday.
5. Director of Economic Development and Marketing
 - a. Mr. McFadden discussed the B-17 Pasco Letter of Intent has been executed.
 - b. Mr. McFadden discussed meetings with Darigold and Amazon regarding employment and community outreach.
6. Director of Properties
 - a. Ms. Reyna discussed the Property Activities Report.

Commissioner Reports:

Commissioner Gordon discussed the WPPA Commissioner Seminar that took place this week and requested an update from JMS.

Commissioner Ryckman also noted her WPPA Commissioner Seminar attendance.

ITEMS FOR INFORMATION

2024 2nd Quarter Credit Card Report- The 2024 2nd Quarter Credit Card Report was provided for information.

Gauntt Northwest, LLC- Gauntt Northwest, LLC has entered into a long-term lease for land located behind their flex building in the TCAIP, effective August 1, 2024. The initial lease term is for 5 years, and the lease value is \$22,391.40 for the initial term. The Executive Director has executed the lease, as per the *Commission's Delegation of Authority Policy*.

CALENDAR OF EVENTS

Commission and Staff discussed the Calendar of Events.

EXECUTIVE SESSION

At 3:18, Commissioner Ryckman announced that the meeting would go into Executive Session for 15 minutes, to discuss collective bargaining strategy.

At 3:33, the regular meeting was resumed.

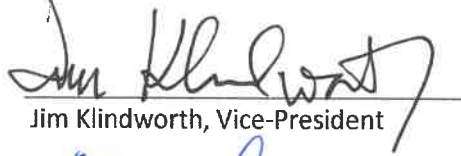
ADJOURNMENT

At 3:35 pm the meeting was adjourned.

Port of Pasco Commission:



Jean Ryckman, President



Jim Klindworth, Vice-President



Vicki Gordon, Secretary