

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, WA
October 9, 2024 | 9:00 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 9:00 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, Office Administrator Shannon Kruiswyk, and Human Resources Director and Executive Assistant Lori French.

Guests: Brandon Jenks of BioFiltro, Zahra Roach, Matthew Welks, Dustin Beck, Dana Herron, Russ Christman of MacKay Sposito, Colin Hastings of The Pasco Chamber of Commerce, Wendy Culverwell of the Tri-City Herald, Cole Crapps of Field Group, and Hector Cruz of Visit Tri-Cities.

Port of Kennewick Commissioners Skip Novakovich, Tom Moak, and Ken Hohenberg. Port of Kennewick staff Tim Arntzen, Tana Bader Inglima, Nick Kookier, Larry Peterson, and Bridgette Scott

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 September 25, 2024.
- b) Vouchers and Warrants #102995-103084, and Direct Deposits #24751-24793 in the amount of \$804,154.08 for the General Fund. Warrant 5061 in the amount of \$2,375.88 for the incidental fund.

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

PUBLIC CITIZEN COMMENT

Mr. Hayden commented on Mr. Welks' attendance from Local 598 and his appreciation of their community involvement. Ms. Roach commented on the PSC direct flight to LAX and that it is an asset to the Tri-Cities and thanked Mr. Taft for "making it happen".

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1636- Changing the Time of the Second October 2024 Commission Meeting- In order to accommodate Commission and staff attendance at the upcoming Tri-Cities Regional Chamber meeting on the 23rd, the Commission Meeting will be moved to 9 am.

Commissioner Klindworth moved and Commissioner Gordon seconded adopt Resolution 1636- Changing the Time of the Second October 2024 Commission Meeting to 9 am on October 23rd, 2024. Motion passed unanimously.

ITEMS FOR ACTION

TCA Building Demolition Change Order- Bldg. 58- Ms. Reyna presented, during the removal of the 13 buildings at the TCA Industrial Park, the contractor found that there is another slab and insulation under the floor slab at Building 58. This will require double the work to remove the second slab and insulation that has to be removed by hand. This time and material work could be up to \$30,000, so staff is requesting a change order to cover this unforeseen expense.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve a time and materials change order up to and not to exceed the amount of \$30,000 for the Tri-Cities Airport Industrial Park- 13 Buildings to be Demolished. Motion passed unanimously.

2025 Preliminary Budget- Ms. Watts presented the 2025 Preliminary Budget and provided the 2025 Preliminary Detailed Budget Workbook. Staff and Commission discussed the proposed budgets for the Port and Airport.

No Commission changes were made to the 2025 Preliminary Budget.

ITEMS FOR DISCUSSION

BioFiltro Presentation- Mr. Jenks was in attendance to provide a presentation on BioFiltro to the Commission regarding the current progress of the airport deicing pilot program and the BioFiltro process.

TCA ARFF Roof Rehab- Mr. Taft presented, six bids were received for the TCA ARFF Building Fluid Applied Roofing project and were opened in accordance with the Contract Documents. Troy Woody with Impervious Roof Coatings arrived with a bid after the designated time and therefore his bid was not accepted. CMR General Contractor was low with a bid of \$65,340.00 but their bid was rejected due to not having provided the required bid guarantee with their bid documents. The next low bidder and lowest responsible bidder on the project was S&K Mountain Construction Inc, of Walla Walla, WA with a bid of \$75,892.41, including sales tax. The bid was awarded by the Executive Director under the Delegation of Authority.

Amazon Ribbon Cutting- Commission and staff participated in the Amazon Ribbon Cutting at 10:30 am.

Port of Pasco/Port of Kennewick Joint Meeting- The Port of Kennewick Commissioners and staff were in attendance to participate in a joint Commission Meeting, to discuss items of mutual interest. No action was taken on any items.

After discussion, Port of Pasco Commission and staff, and Port of Kennewick Commission and staff, and members of the public participated in a tour of the Tri-Cities Airport Terminal.

Please see 24-1009 Port of Pasco and Port of Kennewick Joint Meeting Minutes, for additional information.

Director Reports:

1. Executive Director
 - a. Mr. Hayden discussed his attendance at the PNWA Annual Conference, noting the Benton PUD presentation on the looming power deficit and the NOAA Fisheries' mitigation calculator in the Puget Sound.
 - b. Mr. Hayden discussed the City of Connell's Lamb Weston plant closure. Port staff are working with other local entities and agencies to offer assistance and look for opportunities for relief from the impacts.
 - c. Mr. Hayden discussed the Ag Innovation Center meetings that took place yesterday and are taking place today.
 - d. The City of Pasco passed a comprehensive plan land use amendment for the New Heritage property, reclassifying it from industrial to residential.
 - e. Mr. Hayden noted that the shoreline reconveyance work is continuing with local entities and the Tribes.
 - f. Jim Darling has completed staff interviews for the upcoming Strategic Plan meeting that will be on the 22nd at the TCA Courtyard Marriot. Commissioner interviews are scheduled for later in the week.
2. Port Attorney
 - a. Ms. Ellerd noted that she will be attending the second October Commission Meeting virtually.
3. Airport Director
 - a. Mr. Taft noted that he participated in a tour of the Hanford B Reactor.
4. Airport Deputy Director
 - a. Mr. Faley noted that the Credit Card Parking Lot paving has been completed, but there is a delay in receiving the new light poles. The project is expected to be complete and ready for the holiday travel season.
 - b. Mr. Faley also noted that he attended the Allegiant Conference in Las Vegas.
5. Finance Director
 - a. Ms. Watts noted the Accountability Audit is in process.
6. Director of Economic Development and Marketing
 - a. Mr. McFadden discussed the EDM Report.
7. Director of Properties
 - a. Ms. Reyna discussed property tours with potential tenants.

Commissioner Reports:

Commissioner Gordon noted that she will be attending the Columbia Basin Development League Annual Meeting this month.

ITEMS FOR INFORMATION

Credit Card Lot Expansion Project Change Order #3- Through the Delegation of Authority the Executive Director signed Change Order #3 for the Credit Card Expansion Project. This change order was in the amount of \$2,561.33 including Washington State Sales Tax. This change order is related to changing the existing parking lot row signs to the new color signs that have been designated for the Credit Card Parking Lot. The contract amount for this project was \$1,485,033.01. The revised contract total, with this change order, is \$1,487,594.34.

Two Rivers Terminal, LLC- This is a renewal lease for Two Rivers Terminal for 1-acre of fenced land that is used to store equipment and materials primarily for water treatment. The initial lease term is for 3 years and a lease value of \$31,987.80 for the initial lease term. The Executive Director has signed the lease in accordance with the Delegation of Authority.

Pat's Offroad DBA Oil Worx- This is a new lease with a new tenant for 160 linear feet of rail, as well as the adjacent land for trucks to pull up alongside the rail car to transload used oil. The initial lease term is 1 year with a lease value of \$6,840 for the term of the lease. The Executive Director has signed the lease in accordance with the Delegation of Authority.

CALENDAR OF EVENTS

Commission and staff discussed the calendar of events.

RECESS

At 10:00, Commissioner Ryckman recessed the meeting for the Amazon Ribbon Cutting, with the meeting to resume at 1 pm at the Tri-Cities Airport, 3601 N. 20th Ave., Pasco, WA., at 1 pm.

EXECUTIVE SESSION

At 3:58 Commissioner Ryckman announced that the meeting would go into Executive Session for 5 minutes to discuss potential litigation to which the agency may be a party, and acquisition of real estate by purchase. At 4:03, the Executive Session was extended for 2 minutes. At 4:06, the Regular Meeting was resumed.

ADJOURNMENT

At 4:14 pm the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President

Vicki Gordon

Vicki Gordon, Secretary

Port of Pasco Commission
Minutes of Regular Meeting of Port of Pasco Commission/Special Meeting for Port of Kennewick- Joint
Meeting with Port of Kennewick
Held remotely and in person with Public Access
Tri-Cities Airport, 3601 N. 20th Ave., Pasco, WA
October 9, 2024 | 1 p.m.

CALL TO ORDER

At 1 pm Commissioner Ryckman called the meeting back to order and the Regular Meeting of the Port of Pasco Commission was resumed. Commissioner Novakovich called the Special Meeting for the Port of Kennewick at 1:01 pm. 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, Office Administrator Shannon Kruiswyk, and Human Resources Director and Executive Assistant Lori French.

Guests: Port of Kennewick Commissioners Skip Novakovich, Thomas Moak, and Ken Hohenberg. Port of Kennewick staff Tim Arntzen, Tana Bader Inglima, Nick Kookier, Larry Peterson, Bridgette Scott, Lisa Schumacher, and Port Counsel Caroly Lake.

Hector Cruz of Visit Tri-Cities, Kennewick City Councilmember Jim Milbauer, and Dana Herron

PUBLIC CITIZEN COMMENT

No public citizen comment was provided.

ITEMS FOR DISCUSSION

Cabel Bridge Lighting Update- Mr. Cruz of Visit Tri-Cities was in attendance to provide a presentation of the Cable Bridge Lighting Project. Commission and staff discussed the project with Mr. Cruz.

Port of Kennewick- Mr. Arntzen provided a presentation on the Port of Kennewick, which included information on Clover Island, Columbia Gardens, The Willows and Cable Greens, Water Transportation, and Vista Field. Commissioners and staff discussed the presentation.

Port of Pasco- Mr. Hayden and staff provided a presentation on the Port of Pasco, which included information on Osprey Pointe, Wheelhouse Events Center, Wharf redevelopment, and Reimann Industrial Center, Commissioners and staff discussed the presentation.

Tri-Cities Airport Update- Airport Director Buck Taft provided an update on air service and terminal expansion plans.

RECESS

At 2:19 pm, Commissioner Ryckman recessed the meeting for a 10-minute break. The meeting was resumed at 2:29 for a tour of the Terminal.

Tri-Cities Airport Update and Terminal Tour- Port of Pasco Commissioners and staff, Port of Kennewick Commissioners and staff, and public citizens toured the Tri-Cities Airport Terminal.

PUBLIC CITIZEN COMMENT

No public citizen comment was received.

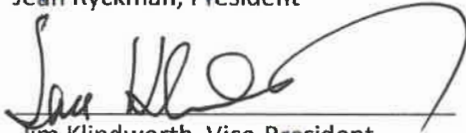
ADJOURNMENT

At 3:09 pm the special meeting for the Port of Kennewick meeting was adjourned. The regular meeting of the Port of Pasco continued.

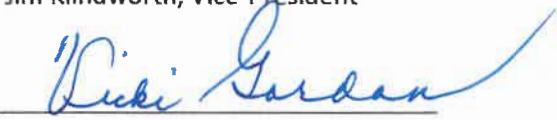
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