

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
March 19, 2014**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, 2140 Wine Country Road, Prosser, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM ®; Director of Finance, Stuart Dezember, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock and Port Counsel, Tom Cowan. Also in attendance were Jan Jackson, Marvin Kinney, Abbey Cameron, Bob Stevens, Bea Baker, Larry Howell, Linda Lehman, Carl Adrian, Deb Heintz and George Reynolds.
- B. PLEDGE OF ALLEGIANCE:** Marvin Kinney led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS: A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the February 12, 2014, Commission Meeting Minutes and approving Resolution 14-04, to Cancel Warrant No 58574 and Warrant No 58144.**
  - 2. BENTON CITY ECONOMIC DEVELOPMENT COUNCIL:** Bea Baker updated the Commission on the formation of a revitalization committee, the new roundabout, proposed new signage and branding process for the city. She also extended her appreciation to the Port Commission for their support and partnership with Benton City Economic Development Council, and local events such as the Spring Opener, Car and Bike Show.
  - 3. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz reviewed year end results on the 2014 Population, now passing 6,000 people. She also provided 2013 statistics stating there was approximately \$12M in new construction. PEDA will move to the newly completed Walter Clore Wine and Culinary Center, where they will lease an office. The PEDA Annual Meeting will be held on April 7, 2014. She extended her appreciation to the Port Commission for their continued support and partnership.
  - 4. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron updated the Commission on the status of the approved operating budget for 2014, and discussed some shortfalls and needs in the areas of funding for operations and exhibits. They are conducting interviews and preparing to select a tasting room manager. She expressed her appreciation to the Commission for the support received from the Port and thanked Stuart Dezember, Roger Wright, Kevin Howard and Marvin Kinney.
  - 5. TRIDEC:** Carl Adrian provided an update on recent activities and this years' conferences to

be attended by TRIDEC representatives to further economic development in the Tri-Cities. He distributed brochures and fact sheets and advised of the branding process for one multi-use logo that all Tri Cities Economic development partners will be able use to promote the region is being finalized. Today was TRIDEC's 51<sup>st</sup> Annual Meeting. TRIDEC has retained McKay Sposito Architects to draft a community vision for the Hanford Lands, should they become available for privatization or use by local governments.

6. **CROW BUTTE MASTER PLAN UPDATE:** George Reynolds was present to provide a thorough review and update of the Crow Butte Master Plan Update. He discussed the open house held March 13, 2014, to accept public comment and answer any questions or concerns. Mr. Reynolds extended appreciation to the Commissioners for all the updates done to the park previously and specifically recognized Kevin Howard, Dave and Christy Bender and Marv Kinney. The Executive Director reminded everyone that it was Deputy Auditor, Kitty Thomas' tenacity and dedication that has seen this project through.

**A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving Resolution 14-05, accepting the Crow Butte Master Plan Update.**

**D. COMMISSIONER COMMENTS:**

Commissioner Hagarty reported on her attendance at PNWA Mission to Washington DC, and stated she found the presentation from the Genessee & Wyoming (G&W) representative very informative regarding short line rail operations.

Commissioner Larson reported on his attendance at PNWA Mission to Washington D.C. and the Good Roads and Transportation Association, where they heard a presentation on tunnel drilling. He also discussed information on how DOE Hazardous waste is treated and returned to the ERDF Landfill.

Commissioner Keck commented on his attendance at PNWA Mission to Washington D.C., and praised Port staff for the Annual Richland Rotary Entrepreneurial Awards Banquet, thanking Scott D. Keller, Veronica Montez, Diahann Howard and Jan Jackson for their dedication to this event.

- E. **COUNSEL COMMENTS:** Counsel stated the City of Richland has filed its appeal on the Center Parkway litigation and is asking for the verdict to be overturned. He also reviewed the title report for BNSF land near the orchard property that is leased by the Port. A cost analysis was discussed for the land the Port leases from BN near the orchard at the Wine and Food Park.

**A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to proceed with purchase of the BN Property leased in Prosser, Washington.**

- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the renewed interest in Tri City Rivershore Enhancement Committee (TREC) and the Port's willingness to join the

efforts. The Executive Director will attend the Policy Advisory Committee Meetings and the Director of Economic Development and Governmental Affairs will attend the Technical Advisory Committee. The newly formed committees will be for developing the entire shoreline area encompassing both Benton and Franklin Counties.

The Executive Director reviewed the current leases the Port has with Sundance Aviation. These are for building, ground, tie-down, and land lease for fuel tanks. The Port believes it would be in the best interest of the tenant and the Port to combine these leases into one lease and extend the term.

**A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the terms of the proposed combined lease with Sundance Aviation in the amount of \$625.00, plus leasehold excise tax, for a total of \$705.25 per month, adjusting in accordance with the Consumer Price Index (CPI) every three years and for a ten year lease with two five year options to renew, and to waive the one year surety deposit.**

The Executive Director reviewed J-U-B Engineers' Design for both the Richland and Prosser Airports, perimeter fencing and mitigation; and stated they are in accordance with the Federal Aviation Administration (FAA).

**A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission, authorizing the Executive Director to approve the Contract to J-U-B Engineers for the Richland Airport Engineering Design in the amount of \$28,200 and the Contract to J-U-B Engineers for the Prosser Airport Engineering Design in the amount of \$40,000, for a combined total of \$68,200.**

The Executive Director discussed the update on Plasmet lease, being taken over by Carbon Reformation Technologies. Staff has contacted the company and advised they will have to pay the lease, plus leasehold excise tax for the months of January, February, March and April, 2014 and are responsible for the removal of the equipment left behind by previous tenant, Plasmet.

The Executive Director gave a report on his recent Tri-Ports meeting with the Executive Directors of the Ports of Pasco and Kennewick. They discussed no longer hosting the annual Tri-Ports Legislative Luncheon which has had poor attendance the last few years. The Commission agreed and encouraged staff to research other options to find community partners to join together and find an alternative.

The Executive Director provided information to the Commission on a lease with Richland Airport Tenant, Almost Gourmet at the Port. Over the years the tenant has lost interest and will not maintain quality. The staff has met with the tenant several times, offering suggestions. The Port has received numerous complaints from the community and customers of the restaurant. The current lease expires August 31, 2014. The staff requested permission to not renew this lease, and instead advertise for Requests for Proposals. The Commission agreed with this decision.

**G. STAFF INFORMATION REPORTS:**

**MARKETING:** The 2014 Comprehensive Plan of Improvements, spring newsletter and the

scheduled tours in the spring of the Sail Park were discussed.

**GRANTS:** The updated copy of the Grants Status report was reviewed and discussed.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs and Economic Development briefed the Commission on her projects, including their meeting with congressional delegates at the Pacific Northwest Waterways Association Annual Mission to Washington D.C.

- H. SITE PROJECTS UPDATE:** The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Manufacturing Mall, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Industrial Park, Benton City Downtown Property and Crow Butte Park.
- I. PORT FINANCIAL ISSUES:** Vouchers audited by the Auditor as required by RCW 42.24.080 and certified expense reimbursement claims as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Port Commission. As of this date, March 19, 2014, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 01907 through 01946 totaling \$75,319.49 and General Expense Warrants numbered 58754 through 58894 totaling \$866,358.99 from the General Expense Fund.

The Executive Director informed the Commission the Port excessed an unusable 1982 GMC 3500 pickup. The Port's logo and license have been removed. The Port Commission acknowledged this action.

- J. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 12:00 p.m. for an Executive Session to discuss, real estate negotiations in accordance with RCW 42.30.110 (g). The Commission announced the Executive Session would last no longer than thirty (30) minutes.

The Executive Session was adjourned at 12:30 p.m. and the regular Commission meeting was reconvened.

- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:30 p.m.

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Roy D. Keck  
Commission Secretary