

PORT OF BENTON
COMMISSION MEETING MINUTES
April 1, 2015

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, 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 B. Dezember, CPA; Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Marvin Kinney, Abbey Cameron, Bob Stevens, Laurie Church, Robin Siemens, and Annette Cary.
- B. PLEDGE OF ALLEGIANCE:** Kevin Howard led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving the March 11, 2015, Commission Meeting Minutes.
 - 2. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron was present to report on the Walter Clore Wine and Culinary Center Business Plan. She discussed future plans that include more advertising, an upgraded menu to include local and seasonal foods to pair with wines, and the exhibits for the Clore Center. The Commission asked for an updated proforma with projections. They were advised this will be complete in the fall and distributed at that time. She also extended her appreciation to the Port Commission and staff for their continued support and partnership.
 - 3. MANHATTAN PARK PROJECT UPDATE:** Roger Wright, RGW Enterprises, presented the overview of the proposed east entrance sites for visitor contact center locations. The proposed visitor contact center will be an approximately 10,000 square foot building with 190 parking stalls and additional parking for busses, and will be used as the gateway to the Manhattan National Park. During the presentation the Commission viewed pictures of other similar national park visitor centers to compare different building structures. Mr. Wright stated this project will need to be supported by multi –agency partners. The Commission reviewed proposed sites and advised of their top two picks to be presented to the larger advocacy committee.
 - 4. UNSCHEDULED BUSINESS/VISITORS:** Robin Siemens, Annette Cary and Laurie Church introduced themselves. The Commissioners asked if they had any comments or questions. There were none.

D. COMMISSIONER COMMENTS:

Commissioner Larson reported on his attendance at the Washington State University, Tri Cities (WSU,TC) Reception, where the Port of Benton was recognized by President Elson Floyd for our partnership with the University. He also complimented Wally Williams, Marketing and Communication, on the Progress Edition advertisement. He and the Director of Governmental Affairs attended a Town Hall meeting in March and he attended the Battelle, PNNL, 50th Anniversary Celebration.

Commissioner Keck reported on his attendance at Washington Public Ports Association (WPPA) Executive Board in Seattle last week. He stated the WSU, TC President Elson Floyd will be the keynote speaker at WPPA spring conference in May. The spring conference will emphasize new education modules: governance of ports and port asset management. He also advised he and Commissioner Larson attended a meeting that provided an update on the Hanford Waste Treatment Plant, also known as the Vit Plant.

Commissioner Hagarty reported on her attendance at the Walter Clore Wine and Culinary Center Board Meeting, and advised they had added a new board member, Ms. Dana Eliason, Director of Donor Development, Heritage University. She also stated she will attend the Prosser Economic Development Association (PEDA) annual meeting, April 16, 2015.

E. COUNSEL COMMENTS: Counsel stated his comments were reserved for the Executive Session.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director reported that Representative Dan Newhouse had an open house in the space he is leasing at Port of Benton Development Building, 3100 George Washington Way.

The Executive Director provided an update on the Gap Road Property. An offer was received for \$130,000, with \$30,000 down payment, and the balance paid on a real estate contract.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, authorizing the Executive Director to enter into a sales agreement for the Gap Road Property for the amount of \$130,000, with a \$30,000 down payment and the balance paid on a R.E. Contract.

The Executive Director recognized Teresa Hancock, Real Estate Specialist, and thanked her for her diligence, attention to the leases and sales transactions.

The Executive Director discussed Prosser Airport Hangar Taxiway/Access Road Reconstruction recommendation for Award of Construction. Bids will be opened April 15, 2015. In order to afford a contractor the opportunity to complete the construction of the Hangar Taxilane/Access Road prior to Memorial Day Weekend (May 22-25), the Commission needs to authorize ahead of time the award of the construction contract to the responsible lowest qualified bidder, conditional upon bids being within the available construction AIP Grant Funds of \$160,000.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission, authorizing the Executive Director to approve the awarding of a contract for the FAA Project to the lowest qualified bidder conditional upon the bid being below the available AIP Grant Funds of \$160,000. This is an FAA Grant which requires the Port be responsible for 10% matching funds which has been previously budgeted.

The Executive Director provided information to the Commission on a lease with Richland Secure Storage System, RSSS LLC, who purchased the Mini-Storage site located at 2376 Lindberg Loop, for 1.5 acres in the Richland Airport Business Park, for a term of 30 years with two ten year renewal options subject to CPI adjustment after three years. They are requesting the Port waive the security deposit from one year to one month for an amount of \$327.55.

The Commission did not approve this request.

G. STAFF INFORMATION REPORTS:

MARKETING: The 2015 Spring Newsletter, preparation for summer fly-ins and the Triton Sail Virtual Tour Video were discussed.

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

Roger Wright, RGW Enterprises, discussed the Railroad Bridge Project. The specific materials required will not be received until the end of April. Work will begin in May.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: There was no update.

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 Downtown Property and Crow Butte Park.


Roger Wright, RGW Enterprises provided an update on the Walter Clore Wine and Culinary Center. He advised the monument sign is waiting for the lettering and decorative top. It should be completed in two to three weeks. Warranty work is being completed in to repair the kitchen floor. In addition, there is still landscaping work to be completed on the north side of the building.

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, April 1, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02449 through 02491 totaling \$86,130.86 and General Expense Warrants numbered 061119 through 061326 totaling \$671,385.46 from the General Expense Fund.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 10:53 a.m. for an Executive Session to discuss possible litigation and 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. At 11:23 a.m. the Commission announced the Executive Session would last an additional ten (10) minutes.

The Executive Session was adjourned at 11:33 a.m. and the regular Commission meeting was reconvened.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:35 a.m.



Roy E. Keek
Commission Secretary