

**PORT OF BENTON
COMMISSION MEETING MINUTES
June 10, 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; Director of Airports, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann 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, Randy Hayden, Don Williams, Terry Christensen, Carl Adrian, Dan Deckert, Rob Siemens, Stella Pederson, Clay O’Laughlin and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Teresa Hancock 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 May 6, 2015, Commission Meeting Minutes.**
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Dan Deckert, Benton City Car Show Spring Opener, thanked the Commission for their continued support and presented the Port with a plaque.

Terry Christensen, Richland City Council and Port Liaison, gave a brief update on the City’s staff changes, and thanked Roger Wright and the Director of Economic Development and Governmental Affairs for assisting in the interview process. He also stated heavy traffic continues to be an issue at the intersection of George Washington Way and Columbia Point Drive.

Stan Jones, Steward Estates, Inc. addressed the Commission regarding his proposal to purchase a parcel of land previously declared surplus by the Port from its Comprehensive Plan of Improvements. He outlined his plans to place a winery that can process six million bottles annually. They will have the capability of processing grapes for vineyards that do not have a winery located on site.
 - 3. RESOLUTION 15-09:** A Resolution of the Port of Benton authorizing a sale of improvements and real estate contract to Jeromie Mead, at the Richland Airport in the amount of \$132,256. And a new lease will be executed for the ground only.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to excess the building from the Port's Comprehensive Plan and execute a land lease at Richland Airport and enter into a real estate contract with Jeromie Mead in the amount of \$132,256 for the property located at Terminal Drive.

4. **PUBLIC HEARING ON SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM:** A Public Hearing was opened at 8:49 a.m. to accept public comment on the Six Year Transportation Improvement Program for the years 2016 through 2021, inclusive. Roger Wright, RGW Enterprises, discussed each of the projects. He stated the rail bridge project will be completed and removed from the project listing and the Port will be adding Waterfront Drive within the Technology and Business Campus this year, so that grant can be sought. Commissioner Hagarty asked for public comment. No public comment was received. The Public Hearing was closed at 8:55 a.m.
5. **A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving Resolution 15-10, Accepting the Six Year Transportation Improvement Program for the Years 2016 through 2021, inclusive.**

RESOLUTION 15-11: A Resolution of the Port of Benton, Washington, Amending Resolution 13-09, relating to the Port's Limited Tax General Obligation Bond, 2013 (non-revolving Line of Credit). The Director of Finance explained the Resolution was prepared by the Port's Bond Attorney William Tonkin, Foster Pepper, PLLC, and approved by Port Counsel. It allows for additional time to prepare and submit Port Financial statements, thus allowing Banner Bank additional time to review and approve any extension requests.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving Resolution 15-11, Amending Resolution 13-09, relating to the Port's Limited Tax General Obligation Bond, 2013 (non-revolving line of credit).

D. COMMISSIONER COMMENTS:

Commissioner Larson commented on his attendance at Richland Rotary Awards Banquet where the Executive Director was named Rotarian of the Year and the Director of Governmental Affairs was also recognized as an out-going board member. He also discussed the meeting he attended with Commissioner Keck and the Director of Governmental Affairs for Benton Franklin Trends, which has compiled a list of statistics regarding the Tri Cities population. He commended Commissioner Keck on the job he is doing as President of the Washington Public Ports Association (WPPA), and the emphasis on education. He asked the Director of Governmental affairs to work with Marvin Kinney to promote the Port's barge slip for other uses.

Commissioner Keck commented on his meeting with 4th District Representative Dan Newhouse which was also attended by Commissioner Hagarty. He discussed his goal of promoting both education and Ports working together with city officials as the future focus for WPPA. He attended the Washington Airport Management Association (WAMA) Spring Conference and recognized the Port staff's dedication and continued involvement in the WAMA organization and efforts to insure it is successful each year. He specifically recognized the Director of Airports, John Haakenson and Administrative Assistant, Kelly Thompson.

Commissioner Hagarty commented on her attendance at both the WPPA and WAMA Spring Conferences. She also stated she appreciates the data compiled by Benton Franklin Trends, as it is knowing the facts that allows us to improve our community and target the younger residents. She attended the Uncommon Threads Event at the Walter Clore Wine and Culinary Center. She was very impressed with how the facility is being run, and praised Port staff for their role in insuring that asset is state of the art.

- E. COUNSEL COMMENTS:** Counsel advised the Commission that the sale of property to 3D investments, LLC, is currently scheduled to close by June 30, 2015. However, 3D Investments, LLC needed to complete an appraisal on additional property for its lender and that might extend the closing date and require an extension of time. Counsel also discussed the offer to purchase which had been received from Steward Estates, Inc. for the property on Gap Road in Prosser. Counsel advised that he had prepared a draft Real Estate Purchase and Sale Agreement and a draft Real Estate Contract which were being reviewed by Port Management. These would be forwarded to Steward Estates, Inc. when final. The sale price is \$135,000, with \$40,000 down, including \$5,000 earnest money. If the documents were acceptable to the purchaser, the documents would be brought back to the Commission for approval.
- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the Comprehensive Plan of Improvements, and advised the Commission in the future the Port will hold a public hearing to accept public comment and have a Resolution to adopt the Comprehensive Plan of Improvements each year in November, at the same time we are reviewing the draft budget for the upcoming year.

The Executive Director discussed two contracts the Port would like to execute with J-U-B Engineers.

A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the contract with J-U-B Engineers for the Richland Airport Design of Phases 3 – 6, of the Circle Area Hangar and Design of Pavement Maintenance and Rehabilitation of Runway 1-19, in the amount of \$183,743. This is a Federal Aviation Association (FAA) Grant, which provides for 90% grant funds by the FAA.

The Executive Director discussed JUB Engineers has been working with the developers of the proposed dormitories on the land in the Technology and Business Campus. It will be necessary in the near future to obtain a Topographic Study of the proposed dormitory land. This work needs to be done to sell the property regardless of the purchaser. The Cost would be \$10,500 for this study.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to execute the contract with JUB Engineers for the Topographic Study of the Proposed Dormitory Land, in the amount of \$10,500.

The Executive Director reviewed the land lease with Capital Development. Capital Development has provided notification that they plan to renew the last ten year option of their lease in July. The Executive Director and Director of Governmental affairs have a meeting scheduled with representatives from the company on July 14, 2015.

The Executive Director reviewed the Port's letter addressing the Hanford Land Transfer which was sent to the City of Richland by the Director of Economic Development (Commissioners also received a copy). In the letter it is stated the Port wishes to receive all the property and rail to meet the timeline of September 30, 2015, following a development agreement between the Port of Benton and the City of Richland.

7. **TRI CITIES AIRPORT REQUEST:** Randy Hayden, Executive Director, Port of Pasco, discussed the Small Community Air Service Development Grant they are applying for. He explained matching funds will be needed. He requested \$10,000 from the Port of Benton to assist in sharing costs by all three local ports and cities or public entities.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed approving the Tri Cities Airport's request for \$10,000 in matching funds for the Small Community Air Service Development Grant, \$5,000 to be budgeted in 2016 and \$5,000 to be budgeted in 2017.

8. **TRIDEC:** Carl Adrian briefed the Commission and staff on recent activities aimed at marketing and fostering economic development in the Tri Cities. He confirmed Port of Pasco's need for matching funds for the Tri Cities Airport. He has been meeting with several air service carriers to expand their service to the Tri Cities Airport.

G. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: Wally Williams briefed the Commission on the upcoming Food and Beverage Retention and Expansion Opportunities (FABREO) Expo he and the Director of Economic Development & Governmental Affairs and the Real Estate Specialist will attend on June 12, 2015. He also advised the Commission the Port of Benton Website is being updated and we are transitioning so Port staff will be responsible for posting information. He is preparing for both the Richland Fly in and the Scottish Festival which occur later this month.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed, with a brief update on the Columbia Park Trail Bridge replacement. The City of Richland has completed all construction for the broad band grant.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects. She advised that she met with David Porter, Regional Economic Development Representative for the Economic Development Administration (EDA). She and the Director of Finance met with Steven Ashby, Director of Pacific Northwest National Laboratories (PNNL), to introduce him to the Port. She and the Executive Director will meet with Kerwin Jensen, the newly hired Community Development Director for the City of Richland on July 14, 2015. She also updated the Commission on MARAD and the need to re-engage a lobbyist to support the Port's efforts.

- 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.

The Columbia Park Trail Railroad Bridge Project was reviewed.

- 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, June 10, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02537 through 02582 totaling \$85,501.22 and General Expense Warrants numbered 061505 through 061694 totaling \$635,399.27 from the General Expense Fund.
- J. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:22 a.m.

Roy D. Keck,
Commission Secretary